



**STANDARD KEMAHIRAN PEKERJAAN
KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)**

ID-040-1

**JUNIOR INTERIOR DRAUGHTSMAN
*PELUKIS REKAAN DALAMAN RENDAH***

LEVEL 1



**Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia**

STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILL STANDARD (NOSS) FOR;

JUNIOR INTERIOR DRAUGHTSMAN	LEVEL 1
INTERIOR DRAUGHTSMAN	LEVEL 2
SENIOR INTERIOR DRAUGHTSMAN	LEVEL 3

1. INTRODUCTION

- 1.1 This NOSS document shows the structured career path of interior draughtsman personnel. It provides structured set of activities that enables a person who aspires to achieve competency in this particular occupation, ultimately enhancing him or her on a career in the construction industry. The NOSS was developed by ADIMEGA Sdn Bhd on behalf of DSD together with the industrial expert and subject matter expert and is due to the review the relevancy of current document. The NOSS document shall be used as a basis for training and assessment by training providers in Malaysia.
- 1.2 Standard Practice and Standard Content are part of NOSS document. This Job Titles being develop are based on the Occupational Analysis. This document only covered the competency standard of Junior Interior Draughtsman Level 1, Interior Draughtsman Level 2 and Senior Interior Draughtsman Level 3. The panel of experts had concluded that this job area require significant range of varied work activities, performed in a variety of context. To produce skilled workers in this industry, the needs for structured training are essential.
- 1.3 The rational of developing this NOSS document is to furnish the essential enquiry by the interior draughtsman for the purpose of benchmarking and most of all for the purpose of conducting training for future generation. There is a need for the industry to produce quality, professional and well trained interior draughtsman to undertake the employment opportunities in the industry. This expertise will enhance the industry and also to overcome the future professionalism in this field.

The NOSS document can be used by the training centers to conduct and simulate training that requires by a person that choose this profession. This is to ensure a candidate that has undergone training, as required by this NOSS, will be able to perform every task and job scope efficiently and competently. During the reviewing exercise for interior draughtsman, a total of 38 tasks have been identified which are categorized to 7 main duties. Out of these 38 tasks, 7 tasks are for level 1, 11 tasks are for level 2 and 20 tasks are for level 3.

1.4 Occupational Profile;

CONSTRUCTION INDUSTRY				
	ARCHITECTURAL	C&S	M&E	INTERIOR DRAFTING
L5	Architectural Technical Manager	C&S Technical Manager	M&E Technical Manager	Interior Technical Manager
L4	Assistant Architectural Technical Manager	Assistant C&S Technical Manager	Assistant M&E Technical Manager	Assistant Interior Technical Manager
L3	Senior Architectural Draughtsman	Senior C&S Draughtsman	Senior M&E Draughtsman	Senior Interior Draughtsman
L2	Architectural Draughtsman	C&S Draughtsman	M&E Draughtsman	Interior Draughtsman
L1	Junior Architectural Draughtsman	Junior C&S Draughtsman	Junior M&E Draughtsman	Junior Interior Draughtsman

Fig. 1.1 Occupational Profile Chart for Interior Draughtsman personnel. (Note : Job title for an Interior Designer only can be used for a personnel that has professional qualification)

There is no specific pre-requisite to the above job titles. These particular skills can be acquired by individuals with interest to become an interior draughtsman provided he or she can has the ability to read, write and count; and not colour blind.

2. OCCUPATIONAL DEFINITION

NOSS is defined as a specification of the competencies expected of a skilled worker who is gainfully employed in Malaysia for an occupational area and level and a path to acquire the competencies.

SKM LEVEL 1:

(Operational and Production Level) Competent in performing a range of varied work activities most of which are routine and predictable.

SKM LEVEL 2:

(Operational and Production Level) Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine individual responsibility and autonomy.

SKM LEVEL 3:

(Supervisory Level) Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

SKM LEVEL 4:

(Supervisory Level) Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility for the work of others and allocation of resources is often present.

SKM LEVEL 5:

(Managerial Level) Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

3. MALAYSIAN SKILL QUALIFICATIONS

Candidates after being assessed and verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Level 2 and 3.

4. INDUSTRIAL RECOGNITION

Currently there is no professional recognition for the above job titles issued by any association or professional certification body.

5. NATURE OF WORK

All task performed shall comply with international standard practice namely;

- i) ISO - International Organization for Standardization
- ii) BSI - British Standards

5.1 ***A Junior Interior Draughtsman*** is designated to produce submission drawing, produce presentation materials, produce tender/construction drawing, produce as-built drawing and perform administrative functions

In particular he / she must be able to responsible to the following jobs:

- i) Draw interior project site plan
- ii) Draw doors & windows schedule & details
- iii) Draw staircase details
- iv) Draw toilet details
- v) Draw railing and balustrade details
- vi) Carry out drawing amendment
- vii) Carry out drawing & sample of material storage

- 5.2 **An Interior Draughtsman** is designated to produce presentation materials, produce submission drawing, produce tender/construction drawing and perform administrative functions.

In particular he / she must be able to responsible to the following jobs:

- i) Carry out presentation drawing preparation
- ii) Carry out sample board preparation
- iii) Carry out scale model preparation
- iv) Draw interior layout plan
- v) Draw interior elevation and section
- vi) Draw built-in furniture details
- vii) Draw loose furniture details
- viii) Draw reflected ceiling plan
- ix) Draw floor finish details
- x) Draw wall paneling details
- xi) Draw kitchen details

- 5.3 **A Senior Interior Draughtsman** is designated to perform project requirement inspection, produce presentation materials, produce submission drawing, produce tender/construction drawing, produce as- built drawing, perform administrative functions and perform supervisory functions.

In particular he / she must be able to responsible to the following jobs:

- i) Carry out site inspection
- ii) Carry out local authorities requirements fulfillment
- iii) Carry out schematic design assessment
- iv) Carry out three dimension (3D) drawing preparation
- v) Verify presentation material preparation
- vi) Verify submission drawing preparation
- vii) Draw special design details
- viii) Carry out compiled drawing assessment
- ix) Verify tender / construction drawing preparation
- x) Verify as- built drawing preparation
- xi) Carry out submission documentation preparation
- xii) Verify administrative function works
- xiii) Carry our job schedule preparation
- xiv) Carry out subordinates requirement planning
- xv) Carry out drafting equipment requirements recommendation
- xvi) Conduct on-job training
- xvii) Conduct section briefing
- xviii) Monitor work progress performance
- xix) Conduct section meeting
- xx) Carry our appraisal recommendation preparation

6. WORKING CONDITION

Generally they work under similar operating hours of the organization/company. Most of the time, they are expected to work on normal shift to fulfill job order / market demand. May involve in outside normal working hour or work during weekends or when they needed. Hence they need to use / wear appropriate attire during the commencement of their jobs especially when conducting site visit.

7. EMPLOYMENT PROSPECT

In all organization related to drafter, there are excellent prospect in either public or private sectors due to shortage of hands-on expert in technical work. In public sector there are opportunities to be an expert technical trainer. Very good job market potential abroad for drafter expert due to shortage of such highly skilled personnel in Malaysia. This can be seen throughout the real industry environment where a lot of training programs run aggressively to improve the personnel skill.

8. JOB OUTLOOK

Employment growth for the drafter expert due to the needs in the industry is promising. Currently, there is a shortage of drafter expert therefore, drafter expert will be sought after. The industry itself, as a main supporting industry group, they need drafter expert in their organization. The future for these drafter expert is very bright and a pathway to a flourishing and rewarding career offering them the opportunity of being technical expert.

9. TRAINING, OTHER QUALIFICATIONS AND ADVANCEMENT

Candidates are trained in training institution both public and private sector. The basic qualifications for Interior Junior Draughtsman are those who have completed SKM Level 1, Interior Draughtsman are those who have completed SKM Level 2 and Interior Senior Draughtsman are those who have completed SKM Level 3. As for career advancement, normally they learn their additional skills on the job. Trainees begin by observing and assisting experienced workers, sometimes in formal training programs. They then advance to the more difficult tasks performed by senior drafter.

10. RELATED OCCUPATIONS

- Manufacturing Draughtsman
- Building Designer
- Interior Designer
- Technical Training Officer
- Clerk of Work (Interior)

11. RELATED INDUSTRIES

- Manufacturing industries
- Oil and Gas industries
- Engineering Support Industries

12. SOURCES OF ADDITIONAL INFORMATION

Lembaga Arkitek Malaysia
Tingkat 17, Block F, Ibu Pejabat JKR,
Jalan Sultan Salahuddin,
50582 Kuala Lumpur
<http://www.lam.gov.my>

Persatuan Arkitek Malaysia
4 & 6 Jalan Tangsi,
50480 Kuala Lumpur,
PO Box 10855
50726 Kuala Lumpur.
<http://www.pam.org.my>

Kementerian Pengajian Tinggi (Bahagian Teknik dan vokasional)
Block E3, Complex E,
Federal Government and Administrative Centre,
62505 Putrajaya <http://www.portal.mohe.gov.my>

Malaysian Institute of Interior Designers
4-6 Jalan Tangsi, 40480 Kuala Lumpur
www.ipdm.org.my

13. VALIDATION AND PROOFREAD

13.1 *Lingual Check*. This Standard has been checked by the qualified proof-reader by the named as follow;

Name (IC No.) : Abu Musa Bin Mohamad Isa (770723-01-6067)
Qualification : Bachelor of Human Sciences (English Language & Literature)

13.2 This Standard has been circulated to the respective industry for two weeks for validation and feedback.

13.3 This Standard has been checked by the Standard Technical Evaluation Committee (STEC), DSD and validated by the members of Skills Development Advisory

14. ENDORSEMENT

National Skills Development Board (MPKK), Ministry of Human Resources has agreed and endorsed this Standard.

15. NOTE OF APPRECIATION

The Director General of DSD would like to extend his gratitude and thankfulness to the organisations and individuals who has involved in developing this standard.

16. COMMITTEE MEMBERS FOR JOB ANALYSIS SESSION

STANDARD PRACTICE & STANDARD CONTENT OF:

JUNIOR INTERIOR DRAUGHTSMAN - LEVEL 1
INTERIOR DRAUGHTSMAN - LEVEL 2
SENIOR INTERIOR DRAUGHTSMAN - LEVEL 3

PANEL MEMBERS		
1	ZAHARI MD. YASIN	DIRECTOR (INTERIOR AND FURNITURE DESIGN) FAIZAH ZAINAL LIFESTYLE DESIGN
2	ABDULLAH DAUD	DIRECTOR (INTERIOR AND FURNITURE DESIGN) ABD DESIGNS
3	SALMAH DAHALAN	DIRECTOR (INTERIOR DESIGN) THARDIAH SDN. BHD.
4	CHRISTOPHER C. K. CHAN	DESIGN MANAGER (INTERIOR AND FURNITURE DESIGN) ROYAL SELANGOR INTERNATIONAL
5	ISMAIL ABD. MUTALIB	DESIGN CONSULTANT (INTERIOR AND FURNITURE DESIGN) YUSIA SDN. BHD.
6	AZLAN KANDAR	INTERIOR DRAUGHTSMAN ULAN K. INTERPRISE SDN. BHD.
7	NOORIZAL RAMLY	LECTURER (INTERIOR AND FURNITURE DESIGN) INSTITUT KRAF NEGARA (IKN), RAWANG
8	MUHAMAD SHAHRIZAL ABU BAKAR	LECTURER (INTERIOR AND FURNITURE DESIGN) AKADEMI BINAAN MALAYSIA (ABM)
FACILITATOR MIHYATULHUSSNNA MAT CO-FACILITATOR SITI WAFIAH ZAHARI		

17. COMMITTEE MEMBERS FOR TASK ANALYSIS SESSION

STANDARD PRACTICE & STANDARD CONTENT OF:

JUNIOR INTERIOR DRAUGHTSMAN	- LEVEL 1
INTERIOR DRAUGHTSMAN	- LEVEL 2
SENIOR INTERIOR DRAUGHTSMAN	- LEVEL 3

PANEL MEMBERS		
1	ZAHARI MD. YASIN	DIRECTOR (INTERIOR AND FURNITURE DESIGN) FAIZAH ZAINAL LIFESTYLE DESIGN
2	ABDULLAH DAUD	DIRECTOR (INTERIOR AND FURNITURE DESIGN) ABD DESIGNS
3	SALMAH DAHALAN	DIRECTOR (INTERIOR DESIGN) THARDIAH SDN. BHD.
4	CHRISTOPHER C. K. CHAN	DESIGN MANAGER (INTERIOR AND FURNITURE DESIGN) ROYAL SELANGOR INTERNATIONAL
5	ISMAIL ABD. MUTALIB	DESIGN CONSULTANT (INTERIOR AND FURNITURE DESIGN) YUSIA SDN. BHD.
6	AZLAN KANDAR	INTERIOR DRAUGHTSMAN ULAN K. INTERPRISE SDN. BHD.
7	NOORIZAL RAMLY	LECTURER (INTERIOR AND FURNITURE DESIGN) INSTITUT KRAF NEGARA (IKN), RAWANG
8	MUHAMAD SHAHRIZAL ABU BAKAR	LECTURER (INTERIOR AND FURNITURE DESIGN) AKADEMI BINAAN MALAYSIA (ABM)
FACILITATOR MIHYATULHUSSNNA MAT CO-FACILITATOR SITI WAFIAH ZAHARI		

18. COMMITTEE MEMBERS FOR VERIFICATION & PROOF READING SESSION

STANDARD PRACTICE & STANDARD CONTENT OF:

JUNIOR INTERIOR DRAUGHTSMAN	- LEVEL 1
INTERIOR DRAUGHTSMAN	- LEVEL 2
SENIOR INTERIOR DRAUGHTSMAN	- LEVEL 3

PANEL MEMBERS		
1	ZAHARI MD. YASIN	DIRECTOR (INTERIOR AND FURNITURE DESIGN) FAIZAH ZAINAL LIFESTYLE DESIGN
2	ABDULLAH DAUD	DIRECTOR (INTERIOR AND FURNITURE DESIGN) ABD DESIGNS
3	SALMAH DAHALAN	DIRECTOR (INTERIOR DESIGN) THARDIAH SDN. BHD.
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8	MUHAMAD SHAHRIZAL ABU BAKAR	LECTURER (INTERIOR AND FURNITURE DESIGN) AKADEMI BINAAN MALAYSIA (ABM)
PROOF READER		
1.	ABU MUSA MOHAMAD ISA	LECTURER UNIVERSITI TUN ABDUL RAZAK (UNITAR)
FACILITATOR MIHYATULHUSSNNA MAT CO-FACILITATOR SITI WAFIAH ZAHARI		

19. COMMITTEE MEMBERS FOR REVIEW & REFINE SESSION

STANDARD PRACTICE & STANDARD CONTENT OF:

JUNIOR INTERIOR DRAUGHTSMAN	- LEVEL 1
INTERIOR DRAUGHTSMAN	- LEVEL 2
SENIOR INTERIOR DRAUGHTSMAN	- LEVEL 3

PANEL MEMBERS		
1	PROF. MADYA ABD. RAHIM AWANG.	LECTURER UNIVERSITY TEKNOLOGI MARA (UITM), SHAH ALAM
2	ZAHARI MD. YASIN	DIRECTOR (INTERIOR AND FURNITURE DESIGN) FAIZAH ZAINAL LIFESTYLE DESIGN
3	ABDULLAH DAUD	DIRECTOR (INTERIOR AND FURNITURE DESIGN) ABD DESIGNS
4	SALMAH DAHALAN	DIRECTOR (INTERIOR DESIGN) THARDIAH SDN. BHD.
5	CHRISTOPHER C. K. CHAN	DESIGN MANAGER (INTERIOR AND FURNITURE DESIGN) ROYAL SELANGOR INTERNATIONAL
6	ISMAIL ABD. MUTALIB	DESIGN CONSULTANT (INTERIOR AND FURNITURE DESIGN) YUSIA SDN. BHD.
7	AZLAN KANDAR	INTERIOR DRAUGHTSMAN ULAN K. INTERTERPRISE SDN. BHD.
8	NOORIZAL RAMLY	LECTURER (INTERIOR AND FURNITURE DESIGN) INSTITUT KRAF NEGARA (IKN), RAWANG
9.	MUHAMAD SHAHRIZAL ABU BAKAR	LECTURER (INTERIOR AND FURNITURE DESIGN) AKADEMI BINAAN MALAYSIA (ABM)
PROOF READER		
1.	ABU MUSA MOHAMAD ISA	LECTURER UNIVERSITI TUN ABDUL RAZAK (UNITAR)
FACILITATOR SITI WAFIAH ZAHARI CO-FACILITATOR ENGKU AZMI ENGKU HATIM		

PROPOSE JOB PROFILE CHART

**JUNIOR INTERIOR DRAUGHTSMAN
 INTERIOR DRAUGHTSMAN
 SENIOR INTERIOR DRAUGHTSMAN**

**LEVEL 1
 LEVEL 2
 LEVEL 3**

← DUTY → ← TASK →

PERFORM PROJECT REQUIREMENT INSPECTION	CARRY OUT SITE INSPECTION		CARRY OUT LOCAL AUTHORITIES REQUIREMENTS FUFILLMENT		CARRY OUT SCHEMATIC DESIGN ANALYSIS/ ASSESSMENT	
01	01.01	L3	01.02	L3	01.03	L3

PRODUCE PRESENTATION MATERIALS	CARRY OUT PRESENTATION DRAWING PREPARATION		CARRY OUT SAMPLE BOARD PREPARATION		CARRY OUT SCALE MODEL PREPARATION		CARRY OUT THREE DIMENSION (3D) DRAWING PREPARATION	
02	02.01	L2	02.02	L2	02.03	L2	02.04	L3

VERIFY PRESENTATION MATERIAL PREPARATION	
02.05	L3

PRODUCE SUBMISSION DRAWING	DRAW INTERIOR PROJECT SITE PLAN		DRAW INTERIOR LAYOUT PLAN		DRAW INTERIOR ELEVATIONS & SECTIONS		VERIFY SUBMISSION DRAWING PREPARATION	
03	03.01	L1	03.02	L2	03.03	L2	03.04	L3

PRODUCE TENDER / CONSTRUCTION DRAWING	DRAW DOORS & WINDOWS SCHEDULE & DETAILS		DRAW STAIRCASE DETAILS		DRAW TOILET DETAILS		DRAW RAILING & BALUSTRADE DETAILS	
04	04.01	L1	04.02	L1	04.03	L1	04.04	L1

DRAW BUILT-IN FURNITURE DETAILS		DRAW LOOSE FURNITURE DETAILS		DRAW REFLECTED CEILING PLAN		DRAW FLOOR FINISH DETAILS	
04.05	L2	04.06	L2	04.07	L2	04.08	L2

DRAW WALL PANELLING DETAILS		DRAW KITCHEN DETAILS		DRAW SPECIAL DESIGN DETAILS		CARRY OUT COMPILED DRAWING ASSESSMENT	
04.09	L2	04.10	L2	04.11	L3	04.12	L3

VERIFY TENDER & CONSTRUCTION DRAWING PREPARATION	
04.13	L3

PRODUCE AS-BUILT DRAWING	CARRY OUT DRAWING AMENDMENT		VERIFY AS- BUILT DRAWING PREPARATION	
05	05.01	L1	05.02	L3

PERFORM ADMINISTRATIVE FUNCTIONS	CARRY OUT DRAWING & SAMPLE OF MATERIAL STORAGE		CARRY OUT SUBMISSION DOCUMENTATION PREPARATION		VERIFY ADMINISTRATIVE FUNCTION WORKS	
06	06.01	L1	06.02	L3	06.03	L3

PERFORM SUPERVISORY FUNCTIONS	CARRY OUR JOB SCHEDULE PREPARATION		CARRY OUT SUBORDINATES REQUIREMENT PLANNING		CARRY OUT DRAFTING EQUIPMENT REQUIREMENTS RECOMMENDATION		CONDUCT ON-JOB TRAINING	
07	07.01	L3	07.02	L3	07.03	L3	07.04	L3

CONDUCT SECTION BRIEFING		MONITOR WORK PROGRESS PERFORMANCE		CONDUCT SECTION MEETING		CARRY OUR APPRAISAL RECOMMENDATION PREPARATION	
07.05	L3	07.06	L3	07.07	L3	07.08	L3

JOB TITLE		JUNIOR INTERIOR DRAUGHTSMAN
DUTY	03	PRODUCE SUBMISSION DRAWING
TASK NO	03.01	DRAW INTERIOR PROJECT SITE PLAN
LEVEL	1	PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>): Draw interior project site plan using site information document , drawing tools & software (cad), measuring tools, stationary, and computer & printer so that site plan documents obtained, drawing tools selected, interior project site plan drawing prepared, interior project site plan drawing accuracy and quality inspected and interior project site plan drawing record updated in accordance with submission drawing production procedures
TOOLS/EQUIPMENT/MATERIALS: 1) Site Information Document 2) Drawing Tools & Software (CAD) 3) Measuring Tools 4) Stationary 5) Computer & Printer		
STEPS		ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
1. Obtain site plan document		<u>Knowledge of:</u> 1.1 Types of site plan document such as: <ul style="list-style-type: none"> • Site checking report • Existing site plan • Location plan 1.2 Site plan document location 1.3 Site information obtaining procedure <u>Ability to:</u> 1.1 Determine types of information such as: <ul style="list-style-type: none"> • Site checking report • Existing site plan • Location plan 1.2 Determine site plan document location 1.3 Comply with site information obtaining procedure <u>Attitude/Safety:</u> - Resourceful in obtaining site information
2. Select drawing tools		<u>Knowledge of:</u> 2.1 Interpretation of site information such as: <ul style="list-style-type: none"> • Site analysis report • Key plan • Location plan • Certified plan • Land title

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
3. Prepare interior project site plan	<ul style="list-style-type: none"> • Topography survey plan <p>2.2 Suitable types of drawing technique</p> <p>2.3 Types of drawing tools or software (CAD) available</p> <p>2.4 Drawing tools function and suitability</p> <p>2.5 Selection of correct drawing tools</p> <p><u>Ability to:</u></p> <p>2.1 Interpret site information such as:</p> <ul style="list-style-type: none"> • Site analysis report • Key plan • Location plan • Certified plan • Land title • Topography survey plan <p>2.2 Determine suitable types of drawing technique</p> <p>2.3 Determine types of drawing tools or software (CAD) available</p> <p>2.4 Determine drawing tools function and suitability</p> <p>2.5 Choose correct drawing tools</p> <p><u>Attitude/Safety:</u></p> <p>- Meticulous in selecting drawing tools</p> <p><u>Knowledge of:</u></p> <p>3.1 Interior project site plan drawing element such as:</p> <ul style="list-style-type: none"> • Plan • Site layout • Specifications • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>3.2 Interior project site plan drawing techniques (manual/CAD) such as:</p> <ul style="list-style-type: none"> • Elevation • Section • Specifications • Dimension • Scale • Title block • Grid line • Layer • Line thickness

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
<p>4. Inspect interior project site plan drawing accuracy and quality</p>	<ul style="list-style-type: none"> • Symbol • Legend <p><u>Ability to:</u></p> <p>3.1 Determine interior project site plan element involved such as:</p> <ul style="list-style-type: none"> • Plan • Site layout • Specifications • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>3.2 Apply interior project site plan technique (manual/CAD) such as:</p> <ul style="list-style-type: none"> • Elevation • Section • Specifications • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in preparing simplest utilitarian character building site plan drawing - Knowledgeable in using drawing tools and software (CAD) <p><u>Knowledge of:</u></p> <p>4.1 Interior project site plan drawing requirements 4.2 interior project site plan drawing components accuracy 4.3 Finished interior project site plan drawing quality 4.4 Printing method</p> <p><u>Ability to:</u></p> <p>4.1 Check interior project site plan drawing requirements 4.2 Check interior project site plan drawing components accuracy 4.3 Check finished interior project site plan drawing quality 4.4 Generate interior project site plan drawing printing</p>

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
5. Update interior project site plan drawing record	<p><u>Attitude/Safety:</u> - Meticulous in inspecting interior project site plan</p> <p><u>Knowledge of:</u> 5.1 Conformity of interior project site plan drawing record 5.2 Scale interior project site plan drawing updating procedures 5.3 Justification of interior project site plan drawing record</p> <p><u>Ability to:</u> 5.1 Check conformity of interior project site plan drawing record 5.2 Follow interior project site plan drawing record updating procedures 5.3 Justify interior project site plan drawing record</p> <p><u>Attitude/Safety:</u> - Factual and details in updating interior project site plan drawing record</p>
CORE ABILITIES	<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems.</p>

JOB TITLE		JUNIOR INTERIOR DRAUGHTSMAN
DUTY	04	PRODUCE TENDER / CONSTRUCTION DRAWING
TASK NO	04.01	DRAW DOORS & WINDOWS SCHEDULE & DETAILS
LEVEL	1	PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>): Draw doors & windows schedule & details using finalise submission drawing, drawing tools & software (CAD), measuring tools, stationary and computer & printer so that doors & windows schedule & details documents obtained, doors & windows types identified, drawing tools selected, doors & windows schedule and detail drawings prepared, doors & windows schedule and detail drawings accuracy and quality inspected and doors & windows schedule and detail drawings record updated in accordance with tender / construction drawing production procedures.
TOOLS/EQUIPMENT/MATERIALS: 1) Finalise Submission Drawing 2) Drawing Tools & Software (CAD) 3) Measuring Tools 4) Stationary 5) Computer & Printer		
STEPS		ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
1. Obtain doors & windows schedule & details document		<p><u>Knowledge of:</u></p> <p>1.1 Doors & windows schedule & details supporting document such as:</p> <ul style="list-style-type: none"> • Finalise submission drawing • Doors & windows schedule & details supplier/ manufacturer documents • Doors & windows schedule & details designer sketches <p>1.2 Submission drawing obtaining procedure 1.3 Submission drawing drawings location</p> <p><u>Ability to:</u></p> <p>1.1 Determine doors & windows schedule & details document such as:</p> <ul style="list-style-type: none"> • Finalise submission drawing • Doors & windows schedule & details supplier/ manufacturer documents • Doors & windows schedule & details designer sketches <p>1.2 Comply doors & windows schedule & details document obtaining procedure 1.3 Collect doors & windows schedule & details document</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in obtaining finalise submission drawing

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
2. Identify doors & windows types	<p><u>Knowledge of:</u></p> <p>2.1 Interpretation of finalise submission drawing</p> <p>2.2 Types of doors & window</p> <p>2.3 Doors & window specification such as:</p> <ul style="list-style-type: none"> • Layout & Dimension • Materials • Location <p>2.4 Ironmongery & fittings specification</p> <p><u>Ability to:</u></p> <p>2.1 Interpret finalise submission drawing</p> <p>2.2 Determine types of doors & window</p> <p>2.3 Determine doors & window specification such as:</p> <ul style="list-style-type: none"> • Layout & Dimension • Materials • Location <p>2.4 Apply relevant Green Building Index (GBI) elements</p> <p>2.5 Determine Ironmongery & fittings specification</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in identifying doors & windows types - Awareness of relevant Green building index (GBI) elements - Awareness of fire safety requirements and procedures
3. Select drawing tools	<p><u>Knowledge of:</u></p> <p>3.1 Doors & windows schedule and details</p> <p>3.2 Types of drawing tools and software (CAD) available</p> <p>3.3 Drawing tools function and suitability</p> <p>3.4 Selection of correct drawing tools</p> <p><u>Ability to:</u></p> <p>3.1 Determine doors & windows schedule and details</p> <p>3.2 Determine types of drawing tools and software (CAD) available</p> <p>3.3 Determine drawing tools function and suitability</p> <p>3.4 Choose correct drawing tools</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Meticulous in selecting drawing tools
4. Prepare doors & windows schedule and detail drawings	<p><u>Knowledge of:</u></p> <p>4.1 Doors & windows schedule and detail drawings component involved such as:</p> <ul style="list-style-type: none"> • Plan • Elevation • Section

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
<p>5. Inspect doors & windows schedule and detail drawings accuracy and quality</p>	<ul style="list-style-type: none"> • Specifications • schedule • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>4.2 Doors & windows schedule and detail drawings technique</p> <p><u>Ability to:</u></p> <p>4.1 Determine doors & windows schedule and detail drawings component involved such as:</p> <ul style="list-style-type: none"> • Plan • Elevation • Section • Specifications • schedule • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>4.2 Apply doors & windows schedule and detail drawings technique</p> <p>4.3 Generate doors & windows schedule and detail drawings</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in preparing doors & windows schedule and detail drawings - Knowledgeable in using drawing tools and software (CAD) <p><u>Knowledge of:</u></p> <p>5.1 Doors & windows schedule and detail drawing requirements</p> <p>5.2 Doors & windows schedule and detail drawing components accuracy</p> <p>5.3 Finished doors & windows schedule and detail drawing quality</p> <p>5.4 Printing method</p>

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
<p>6. Update doors & windows schedule and detail drawings record</p>	<p><u>Ability to:</u> 5.1 Check doors & windows schedule and detail drawing requirements 5.2 Check doors & windows schedule and detail drawing components accuracy 5.3 Check finished doors & windows schedule and detail drawing quality 5.4 Generate doors & windows schedule and detail drawing printing</p> <p><u>Attitude/Safety:</u> - Meticulous in inspecting interior doors & windows schedule and detail</p> <p><u>Knowledge of:</u> 6.1 Conformity of doors & windows schedule and detail drawing record 6.2 Scale doors & windows schedule and detail drawing updating procedures 6.3 Justification of doors & windows schedule and detail drawing record</p> <p><u>Ability to:</u> 6.1 Check conformity of doors & windows schedule and detail drawing record 6.2 Follow doors & windows schedule and detail drawing record updating procedures 6.3 Justify doors & windows schedule and detail drawing record</p> <p><u>Attitude/Safety:</u> - Factual and details in updating doors & windows schedule and detail drawing record</p>
<p>CORE ABILITIES</p>	<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems.</p>

JOB TITLE		JUNIOR INTERIOR DRAUGHTSMAN
DUTY	04	PRODUCE TENDER / CONSTRUCTION DRAWING
TASK NO	04.02	DRAW STAIRCASE DETAILS
LEVEL	1	PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>): Draw staircase detail using finalise submission drawing, drawing tools & software (CAD), measuring tools, stationary and computer & printer so that staircase detail documents obtained, staircase design identified, drawing tools selected, staircase detail drawings prepared, staircase detail drawing accuracy and quality inspected and staircase detail drawings record updated in accordance with tender / construction drawing production procedures.
TOOLS/EQUIPMENT/MATERIALS: 1) Finalise Submission Drawing 2) Drawing Tools & Software (CAD) 3) Measuring Tools 4) Stationary 5) Computer & Printer		
STEPS		ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
1. Obtain staircase detail documents		<u>Knowledge of:</u> 1.1 Finalise submission drawing components such as: <ul style="list-style-type: none"> • Floor & roof plan • Elevation & Section • Temporary building drawing • Finalise submission drawing • Staircase supplier/manufacturer documents • Staircase designer sketches submission drawing 1.2 Finalise submission drawing obtaining procedure 1.3 Finalise submission drawing drawings location <u>Ability to:</u> 1.1 Determine finalise submission drawing components such as: <ul style="list-style-type: none"> • Floor & roof plan • Elevation & Section • Temporary building drawing • Finalise submission drawing • Staircase supplier/manufacturer documents • Staircase designer sketches submission drawing 1.2 Comply with finalise submission drawing obtaining procedure 1.3 Collect finalise submission drawing <u>Attitude/Safety:</u> - Resourceful in determine submission drawing drawings location - Meticulous in obtaining finalise submission drawing

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
2. Identify staircase design	<p><u>Knowledge of:</u></p> <p>2.1 Interpretation of finalise submission drawing</p> <p>2.2 Types of staircase</p> <p>2.3 Staircase functionality</p> <p>2.4 Staircase specification such as:</p> <ul style="list-style-type: none"> • Layout & Dimension • Materials • Location • Green building index (GBI) elements consideration <p><u>Ability to:</u></p> <p>2.1 Interpret finalise submission drawing</p> <p>2.2 Determine types of staircase</p> <p>2.3 Determine staircase functionality</p> <p>2.4 Determine staircase specification such as:</p> <ul style="list-style-type: none"> • Layout & Dimension • Materials • Location <p>2.5 Apply relevant Green Building Index (GBI) elements</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in identifying staircase design - Awareness of relevant Green building index (GBI) elements - Awareness of fire safety requirements and procedures - Comply to OSHA requirements
3. Select drawing tools	<p><u>Knowledge of:</u></p> <p>3.1 Staircase details</p> <p>3.2 Types of drawing tools and software (CAD) available</p> <p>3.3 Drawing tools function and suitability</p> <p>3.4 Selection of correct drawing tools</p> <p><u>Ability to:</u></p> <p>3.1 Determine staircase details</p> <p>3.2 Determine types of drawing tools and software (CAD) available</p> <p>3.3 Determine drawing tools function and suitability</p> <p>3.4 Choose correct drawing tools</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Meticulous in selecting drawing tools
4. Prepare staircase detail drawings	<p><u>Knowledge of:</u></p> <p>4.1 Staircase detail drawings component such as:</p> <ul style="list-style-type: none"> • Plan • Elevation

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
<p>5. Inspect staircase detail drawing accuracy and quality</p>	<ul style="list-style-type: none"> • Section • Specifications • schedule • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>4.2 Staircase detail drawings technique 4.3 Method of checking staircase detail drawings quality</p> <p><u>Ability to:</u> 4.1 Determine staircase detail drawings component involved such as:</p> <ul style="list-style-type: none"> • Plan • Elevation • Section • Specifications • schedule • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>4.2 Apply staircase detail drawings technique 4.3 Generate staircase detail drawings</p> <p><u>Attitude/Safety:</u> - Resourceful in preparing staircase detail drawings - Knowledgeable in using drawing tools and software (CAD)</p> <p><u>Knowledge of:</u> 5.1 Staircase detail drawing requirements 5.2 Staircase detail drawing components accuracy 5.3 Finished Staircase detail drawing quality 5.4 Printing method</p>

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
6. Update staircase detail drawings record	<p><u>Ability to:</u> 5.1 Check staircase detail drawing requirements 5.2 Check staircase detail drawing components accuracy 5.3 Check finished staircase detail drawing quality 5.4 Generate staircase detail drawing printing</p> <p><u>Attitude/Safety:</u> - Meticulous in inspecting staircase detail</p> <p><u>Knowledge of:</u> 6.1 Conformity of staircase detail drawing record 6.2 Method of recording staircase detail drawings 6.3 Scale staircase detail drawing updating procedures 6.4 Justification of staircase detail drawing record</p> <p><u>Ability to:</u> 6.1 Check conformity of staircase detail drawing record 6.2 Follow staircase detail drawing record updating method 6.3 Follow staircase detail drawing record updating procedures 6.4 Justify staircase detail drawing record</p> <p><u>Attitude/Safety:</u> - Factual and details in updating staircase detail drawing record</p>
CORE ABILITIES	01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems.

JOB TITLE		JUNIOR INTERIOR DRAUGHTSMAN
DUTY	04	PRODUCE TENDER / CONSTRUCTION DRAWING
TASK NO	04.03	DRAW TOILET DETAILS
LEVEL	1	PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>): Draw toilet details using finalise submission drawing, drawing tools & software (CAD), measuring tools, stationary and computer & printer so that toilet detail documents obtained, toilet layout & details identified, drawing tools selected, toilet detail drawings prepared, toilet detail drawing accuracy and quality inspected and toilet detail drawings record updated in accordance with tender / construction drawing production procedures.
TOOLS/EQUIPMENT/MATERIALS: 1) Finalise Submission Drawing 2) Drawing Tools & Software (CAD) 3) Measuring Tools 4) Stationary 5) Computer & Printer		
STEPS		ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
1. Obtain toilet detail documents		<u>Knowledge of:</u> 1.1 Finalise toilet detail documents such as: <ul style="list-style-type: none"> • Floor plan • Elevation & Section • Finalise submission drawing • Toilet supplier/ manufacturer documents • Toilet designer sketches 1.2 Finalise toilet detail documents obtaining procedure 1.3 Finalise toilet detail documents drawings location <u>Ability to:</u> 1.1 Determine finalise toilet detail documents such as: <ul style="list-style-type: none"> • Floor plan • Elevation & Section • Finalise submission drawing • Toilet supplier/ manufacturer document • Toilet designer sketches 1.2 Comply with finalise toilet detail documents obtaining procedure 1.3 Collect finalise toilet detail documents <u>Attitude/Safety:</u> - Resourceful in obtaining finalise toilet detail documents

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
2. Identify toilet layout & details	<p><u>Knowledge of:</u></p> <p>2.1 Interpretation of finalise submission drawing</p> <p>2.2 Determine types of toilet</p> <p>2.3 Determine toilet specification such as:</p> <ul style="list-style-type: none"> • Layout & Dimension • Materials • Location • Fitting & sanitary wares • Green building index (GBI) elements consideration <p><u>Ability to:</u></p> <p>2.1 Interpret finalise submission drawing</p> <p>2.2 Determine types of toilet</p> <p>2.3 Determine toilet specification such as:</p> <ul style="list-style-type: none"> • Layout & Dimension • Materials • Location • Fitting & sanitary wares <p>2.4 Apply relevant Green Building Index (GBI) elements</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in identifying toilet layout & details - Awareness of relevant Green building index (GBI) elements - Awareness of fire safety requirements and procedures - Comply to OSHA requirements
3. Select drawing tools	<p><u>Knowledge of:</u></p> <p>3.1 Toilet layout & details</p> <p>3.2 Types of drawing tools and software (CAD) available</p> <p>3.3 Drawing tools function and suitability</p> <p>3.4 Selection of correct drawing tools</p> <p><u>Ability to:</u></p> <p>3.1 Determine toilet layout & details</p> <p>3.2 Determine types of drawing tools and software (CAD) available</p> <p>3.3 Determine drawing tools function and suitability</p> <p>3.4 Choose correct drawing tools</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Meticulous in selecting drawing tools
4. Prepare toilet detail drawings	<p><u>Knowledge of:</u></p> <p>4.1 Toilet layout & detail drawings elements such as:</p> <ul style="list-style-type: none"> • Plan • Elevation

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
<p>5. Inspect toilet detail drawing accuracy and quality</p>	<ul style="list-style-type: none"> • Section • Specifications • Floor and wall finishing • Schedule (sanitary fitting and accessories) • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>4.2 Toilet layout & detail drawings technique</p> <p><u>Ability to:</u></p> <p>4.1 Determine toilet layout & detail drawings elements involved such as:</p> <ul style="list-style-type: none"> • Plan • Elevation • Section • Specifications • Floor and wall finishing • Schedule (sanitary fitting and accessories) • Dimension • Scale • Title block • Grid line • Layer • Line thickness • Symbol • Legend • Related notes involved <p>4.2 Apply toilet layout & detail drawings technique</p> <p>4.3 Generate toilet layout & detail drawings</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in preparing toilet layout & detail drawings Knowledgeable in using drawing tools and software (CAD) <p><u>Knowledge of:</u></p> <p>5.1 Toilet detail drawing requirements</p> <p>5.2 Toilet detail drawing components accuracy</p> <p>5.3 Finished toilet detail drawing quality</p> <p>5.4 Printing method</p>

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
6. Update toilet detail drawings record	<p><u>Ability to:</u> 5.1 Check toilet detail drawing requirements 5.2 Check toilet detail drawing components accuracy 5.3 Check finished toilet detail drawing quality 5.4 Generate toilet detail drawing printing</p> <p><u>Attitude/Safety:</u> - Meticulous in inspecting toilet detail</p> <p><u>Knowledge of:</u> 6.1 Conformity of toilet detail drawing record 6.2 Method of recording toilet detail drawings 6.3 Scale toilet detail drawing updating procedures 6.4 Justification of toilet detail drawing record</p> <p><u>Ability to:</u> 6.1 Check conformity of toilet detail drawing record 6.2 Follow toilet detail drawing record updating method 6.3 Follow toilet detail drawing record updating procedures 6.4 Justify toilet detail drawing record</p> <p><u>Attitude/Safety:</u> - Factual and details in updating toilet detail drawing record</p>
CORE ABILITIES	01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems.

JOB TITLE		JUNIOR INTERIOR DRAUGHTSMAN
DUTY	04	PRODUCE TENDER / CONSTRUCTION DRAWING
TASK NO	04.04	DRAW RAILING & BALUSTRADE DETAILS
LEVEL	1	PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>): Draw railing & balustrade details using finalise submission drawing, drawing tools & software (CAD), measuring tools, stationary and computer & printer so that railing & balustrade details documents obtained, railing & balustrade design identified, drawing tools selected, railing & balustrade detail drawings prepared, railing & balustrade detail drawing accuracy and quality inspected and railing & balustrade detail drawings record updated in accordance with tender / construction drawing production procedures.
TOOLS/EQUIPMENT/MATERIALS: 1) Finalise Submission Drawing 2) Drawing Tools & Software (CAD) 3) Measuring Tools 4) Stationary 5) Computer & Printer		
STEPS		ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
1. Obtain railing & balustrade details documents		<u>Knowledge of:</u> 1.1 Finalise railing & balustrade details documents such as: <ul style="list-style-type: none"> • Floor & roof plan • Elevation & Section • Finalise submission drawing • Railing supplier/manufacturer documents • Designer railing & balustrade sketches 1.2 Finalise railing & balustrade details documents obtaining procedure 1.3 Finalise railing & balustrade details documents drawings location <u>Ability to:</u> 1.1 Determine railing & balustrade details documents such as: <ul style="list-style-type: none"> • Floor & roof plan • Elevation & Section • Finalise submission drawing • Railing supplier/manufacturer documents • Designer railing & balustrade sketches 1.2 Comply with railing & balustrade details documents obtaining procedure 1.3 Collect railing & balustrade details documents <u>Attitude/Safety:</u> - Resourceful in determine railing & balustrade details documents drawings location - Meticulous in obtaining railing & balustrade details documents

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
2. Identify railing & balustrade design	<p><u>Knowledge of:</u></p> <p>2.1 Interpretation of finalise submission drawing 2.2 Types of railing 2.3 Railing design 2.4 Railing functionality 2.5 Railing specification such as:</p> <ul style="list-style-type: none"> • Location • Layout & Dimension • Materials • Special fitting • Special manufacturer specification details <p>2.6 Apply relevant Green Building Index (GBI) elements</p> <p><u>Ability to:</u></p> <p>2.1 Interpret finalise submission drawing 2.2 Determine types of railing 2.3 Determine railing design 2.4 Determine railing functionality 2.5 Determine railing specification such as:</p> <ul style="list-style-type: none"> • Location • Layout & Dimension • Materials • Special fitting • Special manufacturer specification details <p>2.6 Apply relevant Green Building Index (GBI) elements</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in identifying railing design - Awareness of relevant Green building index (GBI) elements - Awareness of fire safety requirements and procedures - Comply to OSHA requirements
3. Select drawing tools	<p><u>Knowledge of:</u></p> <p>3.1 Railing design & details 3.2 Types of drawing tools and software (CAD) available 3.3 Drawing tools function and suitability 3.4 Selection of correct drawing tools</p> <p><u>Ability to:</u></p> <p>3.1 Determine railing design & details 3.2 Determine types of drawing tools and software (CAD) available 3.3 Determine drawing tools function and suitability 3.4 Choose correct drawing tools</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Meticulous in selecting drawing tools

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
6. Update railing & balustrade detail drawings record	<p><u>Ability to:</u> 5.1 Check railing & balustrade detail drawing requirements 5.2 Check railing & balustrade detail drawing components accuracy 5.3 Check finished railing & balustrade detail drawing quality 5.4 Generate railing & balustrade detail drawing printing</p> <p><u>Attitude/Safety:</u> - Meticulous in inspecting railing & balustrade detail</p> <p><u>Knowledge of:</u> 6.1 Conformity of railing & balustrade detail drawing record 6.2 Method of recording railing & balustrade detail drawings 6.3 Scale railing & balustrade detail drawing updating procedures 6.4 Justification of railing & balustrade detail drawing record</p> <p><u>Ability to:</u> 6.1 Check conformity of railing & balustrade detail drawing record 6.2 Follow railing & balustrade detail drawing record updating method 6.3 Follow railing & balustrade detail drawing record updating procedures 6.4 Justify railing & balustrade detail drawing record</p> <p><u>Attitude/Safety:</u> - Factual and details in updating railing & balustrade detail drawing record</p>
CORE ABILITIES	01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems.

JOB TITLE		JUNIOR INTERIOR DRAUGHTSMAN
DUTY	05	PRODUCE AS-BUILT DRAWING
TASK NO	05.01	CARRY OUT DRAWING AMENDMENT
LEVEL	1	PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>): Carry out drawing amendment using finalise construction drawing, drawing tools & software (CAD), measuring tools, stationary and computer & printer so that changes instruction obtained, finalise construction drawing obtained, drawing tools selected, drawings amendment prepared, drawings amendment accuracy and quality inspected and drawings amendment record updated in accordance with as-built drawing production procedures.
TOOLS/EQUIPMENT/MATERIALS: 1) Finalise Construction Drawing 2) Drawing Tools & Software (CAD) 3) Measuring Tools 4) Stationary 5) Computer & Printer		
STEPS		ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
1. Obtain changes instruction		<u>Knowledge of:</u> 1.1 Changes instruction 1.2 Changes instruction location 1.3 Changes instruction obtaining procedure <u>Ability to:</u> 1.1 Determine changes instruction location 1.2 Comply with finalise location obtaining procedure 1.3 Collect location <u>Attitude/Safety:</u> - Resourceful in obtaining location
2. Obtain finalise construction drawing		<u>Knowledge of:</u> 2.1 Finalised construction drawing such as: <ul style="list-style-type: none"> • Detail drawings • Manufacturer specification 2.2 Finalise construction drawing obtaining procedure 2.3 Finalise construction drawing location <u>Ability to:</u> 2.1 Determine finalised construction drawing such as: <ul style="list-style-type: none"> • Detail drawings • Manufacturer specification 2.2 Comply with finalise construction drawing obtaining procedure 2.3 Collect finalise construction drawing

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
3. Select drawing tools	<p><u>Attitude/Safety:</u> - Resourceful in obtaining finalise construction drawing</p> <p><u>Knowledge of:</u> 3.1 Relevant construction drawing involved 3.2 Types of drawing tools and software (CAD) available 3.3 Drawing tools function and suitability 3.4 Selection of correct drawing tools</p> <p><u>Ability to:</u> 3.1 Determine relevant construction drawing involved 3.2 Determine types of drawing tools and software (CAD) available 3.3 Determine drawing tools function and suitability 3.4 Choose correct drawing tools</p> <p><u>Attitude/Safety:</u> - Resourcesful in determine drawing tools - Meticulous in selecting drawing tools</p>
4. Amend drawings	<p><u>Knowledge of:</u> 4.1 Site report information 4.2 Key drawing specification such as: <ul style="list-style-type: none"> • Plan • Elevation • Section • Detail drawings 4.3 Revision of construction drawings</p> <p><u>Ability to:</u> 4.1 Acquire site report information 4.2 Determine changes in drawings involved 4.3 Revise ID construction drawings 4.4 Generate updated ID construction drawings</p> <p><u>Attitude/Safety:</u> - Resourceful in preparing construction drawings - Knowledgeable in using drawing tools and software (CAD)</p>
5. Inspect drawings amendment accuracy and quality	<p><u>Knowledge of:</u> 5.1 Actual ID works changes 5.2 Actual ID works inspection techniques such as: <ul style="list-style-type: none"> • Visual inspection • Measurement taking 5.3 Photo taking technique 5.4 Method of checking drawings amendment accuracy and quality</p>

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
6. Update drawings amendment record	<p><u>Ability to:</u> 5.1 Determine actual ID works changes 5.2 Apply actual ID works inspection techniques such as:</p> <ul style="list-style-type: none"> • Visual inspection • Measurement taking <p>5.3 Apply photo taking technique 5.4 Check drawings amendment accuracy and quality</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Resourceful in obtaining finalise construction drawing - Honest in assessing actual site - Wear personal protective equipment (PPE) during building inspection <p><u>Knowledge of:</u> 6.1 Conformity of drawings amendment record 6.2 Drawings amendment updating procedures 6.3 Actual ID works change finding 6.4 Justification of drawings amendment record</p> <p><u>Ability to:</u> 6.1 Check conformity of drawings amendment record 6.2 Follow drawings amendment updating procedures 6.3 Record actual ID works change finding 6.4 Justify drawings amendment record</p> <p><u>Attitude/Safety:</u></p> <ul style="list-style-type: none"> - Factual and details in updating drawings amendment record
CORE ABILITIES	<p>01.04 Analyse information. 01.05 Utilize the Internet to locate and gather information. 01.06 Utilize word processor to process information. 02.06 Write memos and letters. 02.07 Utilize Local Area Network (LAN)/Intranet to exchange information. 02.08 Prepare pictorial and graphic information. 03.08 Develop and maintain a cooperation within work group. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>

JOB TITLE		JUNIOR INTERIOR DRAUGHTMAN
DUTY	06	PERFORM ADMINISTRATIVE FUNCTIONS
TASK NO	06.01	CARRY OUT DRAWING AND SAMPLE OF MATERIAL STORAGE
LEVEL	1	PERFORMANCE STANDARD (<i>Action, Condition, Criteria</i>): Carry out drawing and sample of material storage using drawing and sample of materials, drawing and sample of materials storage and drawing and sample of materials label so that drawing and sample of materials obtained, drawing and sample of materials categorised, drawing and sample of material storage record updated in accordance with companies storage procedures.
TOOLS/EQUIPMENT/MATERIALS: 1) Drawing and Sample of Materials 2) Drawing and Sample of Materials Storage 3) Drawing and Sample of Materials Label		
STEPS		ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
1. Obtain drawing and sample of materials		<u>Knowledge of:</u> 1.1 Types of drawing 1.2 Types of materials sample 1.3 Drawing and sample of materials obtaining procedure 1.4 Collect drawing and sample of materials <u>Ability to:</u> 1.1 Determine types of drawing 1.2 Determine types of materials sample 1.3 Comply with organisation's procedure in obtaining drawing and sample of materials such as <ul style="list-style-type: none"> • Clearance from person in charge 1.4 Collect drawing and sample of materials <u>Attitude/Safety:</u> - Resourceful in obtaining drawing and sample of materials
2. Categorise drawing and sample of materials		<u>Knowledge of:</u> 2.1 Types of classification such as <ul style="list-style-type: none"> • By drawing categories • By material categories • By project 2.2 Drawing and sample of materials labeling technique

STEPS	ENABLING REQUIREMENTS (Knowledge, Ability, Attitude And Safety)
3. Update drawing and sample of material storage record	<p><u>Ability to:</u> 2.1 Determine types of classification such as <ul style="list-style-type: none"> • By drawing categories • By material categories • By project 2.2 Label drawing and sample of materials</p> <p><u>Attitude/Safety:</u> - Analytical in categorizing drawing and sample of materials - Meticulous in labeling drawing and sample of materials</p> <p><u>Knowledge of:</u> 3.1 Types of storage 3.2 Store location 3.3 Storage technique</p> <p><u>Ability to:</u> 3.1 Determine types of storage 3.2 Determine storage location 3.3 Apply storage technique</p> <p><u>Attitude/Safety:</u> - Meticulous in storing drawing and sample of materials</p>
CORE ABILITIES	01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilize basic IT applications. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems.