



HERBERT MORRISON TECHNICAL HIGH SCHOOL



Motto: Strength and Perseverance
Established 1976

Home of Science, Technology and Technical/ Vocational Education

“Promoting a Culture of Excellence”

INDUSTRIAL ARTS DEPARTMENT

TECHNICAL DRAWING

GRADE 10 & 11

COURSE OUTLINE

Revised for June 2017 Examination

Prepared by Mr. B. Burke

COURSE OUTLINE

Academic year: 2020 - 2022

Course: Technical Drawing (*Mechanical Drawing*)

Teacher: Mr. Spence/ Mr. Smith

MONTH	WEEKS		OBJECTIVES/ CONTENT	ASSESSMENTS
SECTION 1: FUNDAMENTALS OF TECHNICAL DRAWING 1A: OCCUPATIONAL HEALTH, SAFETY AND THE ENVIRONMENT				
September		REVISION	1. Safety, health and welfare standards (a) Standards for: (i) workshop/laboratory; (ii) equipment; (iii) materials. 1A: OCCUPATIONAL HEALTH, SAFETY AND THE ENVIRONMENT (cont'd) (b) Occupational Health and Safety (OHS). (c) Guidelines for: (i) working safely; (ii) enhancing wellness; (iii) preventing injury and accident.	Research assignments, Tests, and Role play for portfolio Assessment.

September		REVISION	<p>2. Safety, health and welfare requirements</p> <p>(a) Inventory of materials, tools and equipment.</p> <p>(b) Workshop/laboratory and equipment maintenance plans.</p> <p>(c) Workshop/laboratory layout and shop organisation diagrams.</p> <p>(d) List of danger points.</p> <p>(e) Safety signs and symbols.</p> <p>(f) Safety lanes.</p> <p>(g) Personal Protective Equipment (PPE).</p> <p>(h) Equipment guards.</p>	Research assignments, Tests, and Role play for portfolio Assessment.
September		REVISION	<p>3. Safety resources</p> <p>(a) PPE:</p> <p>(i) for different tasks;</p> <p>(ii) preparing labelled diagrams of safety gear and accessories.</p>	Research assignments, Tests, and Role play for portfolio Assessment.
		REVISION	<p>4. Fires and fire-fighting equipment</p> <p>(a) Types of fires:</p> <p>(i) Class A;</p> <p>(ii) Class B;</p> <p>(iii) Class C;</p>	Research assignments, Tests, and Role play for portfolio Assessment.

			<ul style="list-style-type: none"> (iv) Class D. (b) Fire-fighting equipment: <ul style="list-style-type: none"> (i) fire extinguishers (Class A, Class B, Class C and Class D); (ii) colour codes for fire extinguishers; (iii) fire hydrants; (iv) fire hoses. 	
		REVISION	<p>5. Using a fire extinguisher</p> <ul style="list-style-type: none"> (a) Safety guidelines and procedures for the various ranges of fires. (b) Preparing and maintaining report of usage. (c) Storage and maintenance of fire extinguishers 	Research assignments, Tests, and Role play for portfolio Assessment.
		REVISION	<p>6. Accident, injury and emergency</p> <ul style="list-style-type: none"> (a) Differences. (b) Examples (falls, electric shock, minor damages to the eyes, broken bones, cuts). 	Research assignments, Tests, and Role play for portfolio Assessment.

		REVISION	<p>7. First Aid</p> <ul style="list-style-type: none"> (a) First Aid kit station. (b) Responsibilities of a First Aider. (c) Treating: <ul style="list-style-type: none"> (i) burns; (ii) electric burns; (iii) cuts and abrasions; (iv) heavy bleeding; (v) practising mouth-to-mouth resuscitation and recovery position. 	
		REVISION	<p>8. Getting professional help</p> <ul style="list-style-type: none"> (a) Procedures for reporting an accident. (b) Emergency contacts: <ul style="list-style-type: none"> (i) police; (ii) fire services; (iii) hospital and ambulance service; (iv) Red Cross; (v) the defence force. (c) Preparing an accident report. 	<p>Research assignments, Tests, and Role play for portfolio Assessment.</p>

		REVISION	<p>9. Hazards and hazardous substances</p> <p>(a) Definitions:</p> <p>(i) hazard;</p> <p>(ii) hazardous substance.</p> <p>(b) Materials Safety Data Sheet.</p> <p>(c) Storing materials and supplies safely.</p>	<p>Research assignments, Tests, and Role play for portfolio Assessment.</p>
		REVISION	<p>10. Mock Drills</p> <p>(a) Emergency procedures for a fire, an earthquake and a volcano.</p> <p>(b) Preparing mock drill reports.</p>	<p>Research assignments, Tests, and Role play for portfolio Assessment.</p>

September

SECTION 1: FUNDAMENTALS OF TECHNICAL DRAWING

1B: EQUIPMENT, TOOLS, MATERIALS, LETTERING, LINE WORK, DIMENSIONS AND SCALES

WEEKS		OBJECTIVES/ CONTENT	ASSESSMENTS
		Importance of Technical Drawing as a universal language (a) To the manufacturing industries. (b) To engineering. (c) To architecture. (d) To designers.	Research assignments, Role play and Testing Instruments, for student assessment and/or portfolio Development.
		International standards (a) AISI, ISO, BS standards. (b) Building codes and standards. (c) Engineering codes.	Research assignments, Role play and Testing Instruments, for student assessment and/or portfolio Development.
		Lettering and dimensioning (a) Principles, guidelines and techniques for lettering: (i) styles; (ii) guidelines; (iii) uniformity and spacing; (iv) size;	Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.

		<p>(v) pencil size and techniques;</p> <p>(vi) calligraphy;</p> <p>(vii) fonts/texts; and</p> <p>(viii) annotation.</p> <p>(b) Principles, guidelines and techniques for dimensioning:</p> <p>(i) unidirectional and aligned style of dimensions;</p> <p>(ii) dimension lines, extension lines, leaders, arrow heads;</p> <p>(iii) circles, arcs, radius, diameter;</p> <p>(iv) tolerances, limits and fits;</p> <p>(v) numbers (standard, metric and decimal); and</p> <p>(vi) dimension toolbar (CAD).</p>	
		<p>Scales</p> <p>(a) Reading and interpreting:</p> <p>(i) draftsmen;</p> <p>(ii) engineers;</p> <p>(iii) architects; and</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

			<ul style="list-style-type: none"> (iv) standard and metric. (b) Measuring with scales. (c) Converting units of measurement. (d) Applying ratios in engineering and construction drawings according to codes and regulations. 	
		REVISION	<p>Free-hand sketching</p> <ul style="list-style-type: none"> (a) Using grid and plane papers. (b) Pictorial and orthographic drawings. (c) Sketching in proportion. (d) Graphic symbols. (e) Line work. (f) Sketching of building and engineering components 	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

			<p>The design process</p> <p>(a) Identification of the problem.</p> <p>(a) Design of initial ideas to solve the problem.</p> <p>(b) Proposed solution.</p> <p>(c) Development and testing of models/prototypes.</p> <p>(d) Development of working drawings, notes and sketching to explain each step in the process.</p>	<p>Research assignments, Role play and Testing Instruments, for student assessment and/or portfolio Development.</p>
			<p>Principles and Elements of design</p> <p><i>(a) Elements of design:</i></p> <p>(i) line;</p> <p>(ii) space;</p> <p>(iii) form;</p> <p>(iv) proportion;</p> <p>(v) harmony;</p> <p>(vi) dominance; and</p> <p>(vii) finishes.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

		<p>(b) Principles of design:</p> <p>(i) aesthetics;</p> <p>(ii) ergonomics;</p> <p>(iii) economics;</p> <p>(iv) material; and</p> <p>(v) construction.</p>	
		<p>Drawings Skills in the design process</p> <p>(a) Working drawings.</p> <p>(b) Principles of Projection.</p> <p>(c) Manual and computer-aided drafting/design.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
		<p>Designing building and engineering components</p> <p>(a) Implementing the design process using simple building and engineering components.</p> <p>(b) Codes and regulations.</p> <p>(c) Scales.</p> <p>(d) Materials.</p> <p>(e) Design presentation and evaluation.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

SECTION 2A: GEOMETRICAL CONSTRUCTION: PLANE GEOMETRY

WEEKS	OBJECTIVES/ CONTENT	ASSESSMENTS
	<p>1. Solid and plane geometry</p> <p>(a) Definitions:</p> <p>(i) solid geometry;</p> <p>(ii) plane geometry.</p> <p>(b) Differences:</p> <p>(i) functions and features of plane and solid geometry.</p> <p>(ii) geometric terms and concepts</p>	<p>Research assignments, Role play and Testing Instruments, for student assessment and/or portfolio Development.</p>
	<p>Analytic geometry (LOCI)</p> <p>(a) Definition, properties and characteristics of ellipse, parabola and hyperbola.</p> <p>(b) Constructing an ellipse using the foci (major and minor axis), rectangular and concentric circle methods.</p> <p>(c) Constructing a parabola using the locus (distance of the vertex from the directrix) and rectangular methods (span and height).</p> <p>(d) Constructing a hyperbola with a given ratio 3:2 (transverse axis and the F focus).</p> <p>(e) Constructing an ellipse using trammel method.</p> <p>(f) Constructing the tangents and normal to the curves.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

			<p>(g) Constructing an Archimedean spiral given the pole and the longest and shortest radii.</p> <p>(h) Constructing an involute given the diameter of the circle, triangle, square and regular polygon.</p>	
			<p>Path of points in simple mechanism</p> <p>Collaboration with industry, firms and the industrial technology programmes to access the use of simple mechanisms or representatives of:</p> <p>(a) sliding ladders;</p> <p>(b) rotating cranks;</p> <p>(c) screws threads;</p> <p>(d) cones;</p> <p>(e) helical and square springs;</p> <p>(f) the cycloid.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

SECTION 2B: GEOMETRICAL CONSTRUCTION: SOLID GEOMETRY

MONTH	WEEKS		OBJECTIVES/ CONTENT	ASSESSMENTS
			<p>1. Pictorial drawings</p> <p>(a) Types of pictorial drawings:</p> <p>(i) isometric;</p> <p>(ii) oblique;</p> <p>(iii) perspective.</p> <p>(b) Characteristics and uses of each type.</p> <p>(c) Advantages and disadvantages of each type.</p> <p>(d) Principles of projection for points, lines and planes from one view to the other.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
			<p>Producing pictorial drawings</p> <p><i>(a) Isometric drawings:</i></p> <p>(i) regular shaped objects;</p> <p>(ii) irregular shaped objects;</p> <p>(iii) objects with inclined surfaces;</p> <p>(iv) given the plan and front elevation;</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

		<p>(v) drawings with isometric circles;</p> <p>(vi) drawings with isometric curves;</p> <p>(vii) exploded isometric drawings.</p> <p>(b) Oblique drawings:</p> <p>(i) drawing geometric solids in cavalier and cabinet projections;</p> <p>(ii) drawing figures with curves and circles in cabinet and cavalier oblique projections.</p> <p>(c) Perspective drawings</p> <p>(i) drawing geometric solids in 1-point perspective;</p> <p>(ii) drawing geometric solids in 2-point perspective.</p>	
		<p>First and third angle projections</p> <p>Principles relating to the planes of projection:</p> <p>(a) horizontal plane;</p> <p>(b) vertical planes;</p> <p>(c) plans;</p> <p>(d) elevations.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

			<p>Orthographic drawings of geometrical solids</p> <p>(a) Simple models.</p> <p>(b) Truncated solids:</p> <p>(i) rectangular prism and pyramid;</p> <p>(ii) hexagonal prism.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
			<p>Sectioned surfaces of geometric solids</p> <p>(a) Right cones.</p> <p>(b) Cylinders.</p> <p>(c) Prisms.</p> <p>(d) Pyramids.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
			<p>Determining true lengths of straight lines</p> <p>Methods:</p> <p>(a) revolution;</p> <p>(b) auxiliary methods.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
			<p>Auxiliary views</p> <p>(a) Types:</p> <p>(i) primary auxiliary views;</p> <p>(ii) auxiliary views that include curved lines;</p> <p>(b) Uses and characteristics of the different types.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

		<p>Preparing auxiliary drawings</p> <p>(a) Planes of projection: <i>- inclined and sloping surfaces.</i></p> <p>(b) Oblique planes inclined to horizontal and vertical planes.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
		<p>Surface development <i>Uses of surface development for oblique solids and frustum of solids (relevant to the sheet metal industry).</i></p> <p>Constructing surface developments of oblique and frustum solids</p> <p>(a) Applying parallel line and radial development methods for constructing:</p> <p>(i) prisms;</p> <p>(ii) cylinders;</p> <p>(iii) cones;</p> <p>(iv) pyramids;</p> <p>(v) truncated hexagonal pyramid, truncated cylinder;</p> <p>(vi) intersecting cylinders joined at angles;</p> <p>(vii) cylinders joined at 90 and 60 degree angles (large and small cylinders).</p> <p>(b) Determining true lengths and shapes of the surfaces.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

			<p>Curves of interpenetration</p> <p>(a) Importance:</p> <p>- Lines of intersection and their importance in joining solids.</p> <p>(b) Constructing curve of interpretation of geometric solids with their axes in the same plane, <i>horizontal sections, and angles of axes of joined solids.</i></p> <p>(c) Finding the intersecting lines of two prisms.</p> <p>(d) Drawing the curve of interpenetration of two cylinders.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
			<p>Helical spring</p> <p><i>(a) Circular cross-section of:</i></p> <p>(i) helix curves; (ii) pitch; (iii) lead; (iv) helical and square spring helix.</p> <p><i>(b) Constructing a single helical curve on a cylinder.</i></p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

		<p>Drawing orthographic views (a) Horizontal and vertical planes of projection. (b) Plans and Elevations.</p> <p>Preparing pictorial drawings (a) Isometric. (b) Oblique. (c) Perspective.</p> <p>Solving drawing problems (a) Using pictorial drawings: (i) isometric; (ii) oblique; (iii) perspective.</p> <p>(b) Using First and Third Angle orthographic projections.</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>
		<p>Sectional drawings (a) Types. (b) Characteristics. (c) Uses.</p> <p>(d) Preparing sectional drawings: (i) full sections; (ii) half sections; (iii) offset sections;</p>	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p>

SECTION 3B: MECHANICAL ENGINEERING DRAWING

MONTH	WEEKS	SECTION 3B: MECHANICAL ENGINEERING DRAWING	
			OJECTIVES/ CONTENT
			<p>Engineering drawing standards</p> <p>(a) International standards relating to:</p> <p>(i) line styles and types;</p> <p>SECTION 3B: MECHANICAL ENGINEERING DRAWING (cont'd)</p> <p>(ii) lettering;</p> <p>(iii) drawing sheets;</p> <p>(iv) engineering components and features;</p> <p>(v) abbreviations and terms;</p> <p>(vi) symbols;</p> <p>(vii) surface finishes;</p> <p>(viii) tolerance;</p> <p>(ix) limits and fits.</p> <p>2. Engineering materials</p> <p>(a) Metals.</p> <p>(b) Non-metals</p> <p>(c) Characteristics of each metal and non-metal material.</p> <p>(d) Advantages and disadvantages of metal and non-metal material.</p>
		ASSESSMENTS	
		<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p> <p>Research assignments, Role play and Testing Instruments, for student assessment and/or portfolio Development.</p>	

		<p>3. Conventional representation of standard engineering components</p> <p>Features, terminologies, symbols and abbreviations of:</p> <ul style="list-style-type: none"> (i) bearings; (ii) metric screw thread; (iii) shafts; (iv) springs; (v) gears; (vi) knurl; (vii) flat and round; (viii) square; (ix) lap; (x) countersink; (xi) counterbore; (xii) spot face; (xiii) chamfer; (xiv) bevel; (xv) tubular sections; (xvi) <i>bush</i>; (xvii) <i>bearing</i>; (xviii) <i>housing</i>; (xix) <i>boss</i>; (xx) <i>rib</i>; (xxi) <i>curved slot</i>; (xxii) <i>fillet</i>; (xxiii) <i>key</i>; (xxiv) <i>keyway</i>; (xxv) <i>bolts</i>; (xxvi) <i>screws and studs</i>; (xxvii) <i>pins</i>; (xxviii) <i>springs</i>; (xxix) <i>worm and wheel</i>; (xxx) <i>shaft ends</i>; (xxxi) <i>splines</i>; 	<p>Practical drawing exercises done on paper or CAD to assess the different competencies of each objective.</p> <p>Research assignments, Role play and Testing Instruments, for student assessment and/or portfolio Development.</p>
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**SECTION 3B: MECHANICAL ENGINEERING
DRAWING (cont'd)**

4. Symbols of machine parts

Symbols of components listed in **item 3.**

5. Welding and brazing symbols

Fabricated parts and components.

6. Engineering drawings

(a) *Sketching* engineering components:

(i) *sketching* engineering features using standard graphic symbols, sectional assemblies;

(ii) *sketching* temporary and permanent fasteners;

(iii) *producing* 3D solid model drawing of engineering components:

- shaped blocks;

- chisels;

- punches;

- nuts and bolts;

- hammers;

- saws;

- vee block;

- clamps;

- mallets;

- anvil;

- welded joints;

- lathe tail stock;

- lathe centres

- drill bits;

**SECTION 3B: MECHANICAL ENGINEERING
DRAWING (cont'd)**

- taps and dies;

- reamers;

- spanners;

- wrenches;

- tri-square;

- snips;

- stakes;

- hand groover;

- rivet snap;

- tap wrench.

			<p>(b) <i>Preparing</i> Title block:</p> <ul style="list-style-type: none">(i) title of drawing;(ii) scale;(iii) date of drawing;(iv) name of draftsman;(v) drawing number;(vi) revisions;(vii) symbol of projection;(viii) lettering;(ix) size of drawing sheets;(x) use of guidelines.	
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**SECTION 3B: MECHANICAL ENGINEERING
DRAWING (cont'd)**

(c) Preparing orthographic drawings

(i) Simple machine parts and components in first angle or third angle projection:

- vee blocks;
- plumber block;

- tool holders;
- tool post;

- connecting rod;

- pulley frame;

- pulleys;

- pulley yoke;

- lever bracket;

- machine vice body;

- shaft bearing;

- angle plate base, pivot block, bearing block and axle support.

(ii) Simple machine parts and components in scaled orthographic views (first angle or third angle projection).

(iii) Orthographic drawings of temporary and permanent engineering fasteners:

- temporary fasteners - nuts and bolts, screws, studs, cotters, locknuts, slotted nuts, castle nuts, self-locking nuts, spring washers, saddle keys, round keys, feather keys, parallel keys, taper keys, woodruff keys, split pins;

- permanent fasteners – rivets, conventional representation of welds and brazing: fillet, vee, butt, spot. Indication of direction, site and location of weld.

(d) Dimensioning drawings:

(i) stop (extension) lines;

(ii) dimension lines;

**SECTION 3B: MECHANICAL ENGINEERING
DRAWING (cont'd)**

(iii) arrowheads;

(iv) leaders;

(v) overall dimensions;

(vi) chain dimensioning;

			<p>(vii) linear dimensioning;</p> <p>(viii) dual dimensioning;</p> <p>(ix) angular dimensioning;</p> <p>(x) tolerance dimensions;</p> <p>(xi) radius, diameter, circles, arcs and metric screw threads.</p> <p>(e) Sections</p> <p>(i) Types of sections:</p> <ul style="list-style-type: none">- full;- half;- part;- off-set;- revolved;- removed;- local. <p>(ii) Sectional plans and elevations of:</p> <ul style="list-style-type: none">- vee block;- plumber block;- connecting rod;- pulleys;- lever bracket;	
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**SECTION 3B: MECHANICAL ENGINEERING
DRAWING (cont'd)**

- machine vice body;
- shaft bearing;
- angle base plate;
- support block;
- support arm;
- support plate;
- brackets;
- jig body;
- shaper quadrant;
- tension block;
- bearing block;
- lathe tool post;
- link connector;
- compound rest;
- crank.

(f) *Preparing* assembly drawings:

(i) Plans and elevations in first angle or third-angle projection of assembled machine parts and components:

- shaft and pulleys;
- castors;
- jigs and fixtures.
- machine and bench vices;
- bearing assemblies;
- universal couplings;

**SECTION 3B: MECHANICAL ENGINEERING
DRAWING (cont'd)**

- lathe steady;
- pulley and hook;
- shaft block and bearing;
- tool supports and holders;
- lathe tail stock;
- valve link connector;
- connecting rod and bearing;
- screw jack;
- scribing block;
- clamping devices;
- vee block and clamp;
- crank and pin;
- footstep bearing;
- clapper box;
- eccentrics;
- tool rest;
- pipe vice;
- swivel.

(ii) Drawing sectional plans and elevations of assembled machine parts.

(iii) Reading and preparing working drawings of machine parts and components

(iv) Preparing parts list of machine components:

(v) Parts list given machine components showing parts number, name of parts; number required, **material, remarks; balloon referencing.**

**SECTION 3B: MECHANICAL ENGINEERING
DRAWING (cont'd)**

7. Entrepreneurship and wage employment

- (a) Definitions.
- (b) Importance.
- (c) Characteristics of wage entrepreneurship.
- (d) Characteristics of wage employment.

8. Principles of entrepreneurship

- (a) Small business planning.
- (b) Goal setting.
- (c) Value creation.
- (d) Product marketing.
- (e) Sales and promotion.

9. Preparing a small business plan

Group Activity:

- (a) identification of the service or product;
- (b) elements and format of a small business plan;
- (c) group presentation and evaluation.

MONTHLY ASSESSMENT MARKS ALLOCATION

CLASS WORK	-10%
Portfolio & Presentation	-30%
TEST	- 60%

Special Notes

- Students **MUST** be punctual at all times.
- **Assignments** should be handed in on the **specified due date**. Failing to comply with the specified date will result in a fifty **percent (50%)** reduction in the marks for each outstanding day. Assignments that are more than **2 days** late will **NOT BE COLLECTED**.
- At the end of this module learners will be required to complete a written and/or oral and practical internal assessment to demonstrate competence.
- Student's involvement in discussions during each session is an important aspect of the course. All students should expect to fully participate in class discussion and activities during all sessions.

READING ASSIGNMENT/QUIZZES/TESTS

1. There are a number of reference texts and support materials used for this class. Each student is expected to read the assigned reading in full, before the class, as stated on the outline.
2. Quizzes may be announced or unannounced. Quizzes cover material covered in previous classes.
3. There will be periodic tests over sections of material covered in class lectures, reading and assignments.

CHEATING, DISHONESTY AND PLAGIARISM

Any form of cheating is sufficient for an automatic zero. The facilitator is willing and available to help any student who seeks assistance. Cheating, dishonesty, plagiarism, copying portions of another student's assignment etc. are totally unacceptable. Assignments are given to aid in the development of competency and acquisition of knowledge. Spend extra time to do your assignments with as little help from others as possible.

PORTFOLIO DEVELOPMENT

A portfolio is an organised convenient means of collection and presentation of materials which records and verifies a candidate's or student's learning achievements and relates them to the depth and breadth of work required by each topic covered. The depth and breadth of work should include a diversity of exhibits which reflects the following criteria:

- Writing, Reading and Comprehension Skills
- Critical Thinking and Problem Solving Skills
- Technology Skills - Practical Skills
- Teamwork Skills

The outline of the portfolio should include information under the following headings:

- Cover Page
- Table of Contents
- Introduction
- Supporting Evidence (Depth & Breadth of Work)
- Self Assessment/Reflection

Details of EACH Heading

Cover Page

- Name of School
- Grade and Course
- Teacher's Name
- Candidate's and Student's Name
- Year

Table of Contents

- By units or main headings
- Number pages

Introduction

- Portfolio of candidate to include personal data, background information on education and expectations.

Supporting Evidence

Provides information on the key formative and summative assignments / projects undertaken by the candidates/ students to achieve the objectives for each topic covered. All evidence supplied by the student should be reviewed by the teacher using the criteria given. Evidence must be signed and dated on the date of the review by the teacher or assessor.

Suggestions for supporting evidence:

- ❖ Written Assignment
- ❖ Oral Questions
(checklist format)
- ❖ Projects
- ❖ Work Samples
- ❖ Research Assignments
- ❖ Fieldtrip reports
- ❖ Summative evaluation of practical work
- ❖ Digital photographs of candidates performing critical tasks

Resources:

Green, J.N. *Technical Drawing for CSE and GCE*

Morling K. *Geometric and Engineering Drawing, Third Edition*

PROCEDURES FOR THE SCHOOL-BASED ASSESSMENT PORTFOLIO

As part of the School-Based Assessment, candidates will be required to produce a formative developmental portfolio providing evidence of candidates' progress and learning over the duration of the programme. This evidence may be in the form of sketches, design plans, quality control procedures, multi-view drawings, self-reflective statements, transcripts of interviews with industry professionals etc.

Since the portfolio is an accumulation of the candidates' ongoing learning across the course of the two-year programme, it must be started at the commencement of the Technical Drawing programme.

The pieces of evidence **MUST** depict the candidates' developmental progress in each section of the syllabus from which the evidence is derived. Where possible, it is advised that the topics of the content be integrated to give evidence of full coverage of each section of the syllabus.

At a minimum, the portfolio must contain the following from each Section

1. Section 1 (Fundamental of Technical Drawing):

- (a) At least **FIVE PIECES** of evidence - *TWO from OHS&E and THREE from the remaining section*;
- (b) Checklist of evidence of site visit (for example, name of company, contact person, summary of organisation's health and safety practices, safety practice deficiencies identified, environmental practices, photographs or other forms of evidence);
- (c) Project on various types of lines, symbols, drawing conventions and codes;
- (d) Project on drawing equipment and instruments.

2. Section 2 (Geometrical Construction):

- (a) At least **SIX PIECES** of evidence: *THREE from Plane Geometry and THREE from Solid Geometry*;
- (b) The evidence **MUST** be derived from different topics within the Section.

3. Section 3A or 3B (Building Drawing or Mechanical Engineering Drawing)

Evidence of these sections will take the following format:

Design/redesign a Building component or Mechanical Engineering device/gadget to solve a simple functional problem in one of the fourteen categories, namely:

Categories

- | | |
|--------------------------|-----------------------|
| (a) Agriculture/Fishing | (h) Health facilities |
| (b) Business/office | (i) Manufacturing |
| (c) Communication | (j) Power |
| (d) Construction | (k) Recreation |
| (e) Household | (l) Recycling |
| (f) Education facilities | (m) Sports |
| (g) Environment | (n) Transportation |

For **BUILDING DRAWING**, candidates will be required to produce the following:

- | | |
|------------------------------|--|
| (a) sketch; | |
| (b) plan/Floor Plan; | (e) foundation plan or roof plan or sectional details of foundation and eaves; |
| (c) at least two elevations; | (f) a small business plan to encompass design justification and conditions |
| (d) sectional view; | |

For **MECHANICAL ENGINEERING DRAWING**, candidates will be required to produce the following drawings:

- (a) parts sheet;
- (b) orthographic projection of plan of the assembly;
- (c) sectional view of the assembly;
- (d) pictorial sketch;
- (e) parts list;
- (f) a small business plan to encompass design justification and conditions.

SBA ASSESSMENT

The SBA assessment will contain:

- One piece from Section 1 (Specific Objectives 1.1-1.10 and 2.1; 2.2). This is a written question.
- Two pieces from Section 2 (Plane Geometry and Solid Geometry).
- The projects from Section 3 and Section 4.

SUGGESTED ACTIVITIES FOR THE SBA

The following provides some suggested activities which could be used to enhance the learning experience provided by the SBA. This is by no means an exhaustive list as teachers/facilitators are encouraged to explore other creative activities intended to transform the learning environment.

1. Oral questioning.
2. Oral presentation of design justification.
3. Presentation of design justification to teacher/facilitator or visiting Architect/Engineer in a formal atmosphere.
4. Internet exploration – evidence.
5. Freehand sketching.
6. Use of on-site situations when candidates could easily take measurements, soil tests.
7. Use of real machine parts.
8. Guest speakers from industry.
9. Peer assessment of designs.
10. Group assignments and marking.
11. Site visits.