



BCATS
BUILDING, CONSTRUCTION
AND ALLIED TRADES SKILLS

Level 3: Project diary

It's really important to keep track of all your evidence during a BCATS project. Using a tidy system to track your documents will make it easy to find things when you need them and for assessment.

BCITO has provided the following templates.

- > Project plan
- > Project measurements and calculations
- > Cutting list
- > Materials list
- > Progress record
- > Project evaluation

You only need to complete the templates for the skill standards you are working on.

These templates can be used to create a diary that documents your evidence for the Level 3 BCATS skill standards. The templates are used in conjunction with your Level 3 assessment resources.

You might have other ways of collecting evidence, such as a notebook or blog. If you capture your evidence in this way, make sure you include all the information outlined in these templates.

If you are working as part of a team, your project diary must record the work **you** have completed. You can refer to work that others do, but you must show that you have developed the skills to undertake and evaluate the project.



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Project plan

Before you begin your project you will need to make a clear plan and set out what your goals are. Use the template to show what you will be producing, what you intend to make it out of, who you might be working with, as well as some milestones and quality control checks.

Use extra copies of part three if you need more space.

Provides some evidence for: SS 40570: Working with materials | SS 40574: Project coordination

Project measurements and calculations

Use this template as a place to do your mathematical workings. Include any adjustments you made as you worked on the project.

If you do your measurements and calculations on an app or other paper, you do not need to recreate the information; just add it to your file and reference it to the project task.

Use extra copies of this template if you need more space.

Provides some evidence for: SS 40572: Mathematical processes

Cutting list

A cutting list is a smart way to plan your timber use and reduce waste.

When you plan your cuts, try to be as efficient as possible with materials to make the most from what you have.

Use the template to list all the timber components. Write down their sizes and the materials you plan on using.

Provides some evidence for: SS 40572: Mathematical processes

Materials list

Before starting your project make a list of everything you will need. This list could also help you work out the cost.

Use the template to record all materials: timber, fastenings, hardware, and anything else (like cement or plastic).

Provides some evidence for: SS 40572: Mathematical processes

Progress record

At the beginning of each stage of the project, use the progress record to set out your short term goals and prepare for the job. This might happen each week or even every day. Record the work you did, what you used, any issues you had, checks you carried out, and what you need to do next.

Use extra copies of this template to record each stage

Provides some evidence for: SS 40569: Safety practices | SS 40570: Working with materials
SS 40571: Working with tools | SS 40574: Project coordination
SS 40576: Level 3 project

Project evaluation

Once you have finished the project you will need to check the work to see if it is meeting its objective. You will also need to think about your own performance during the project. Complete an evaluation with your recommendations for future projects.

Provides some evidence for: SS 40576: Level 3 project