Management and Communication

During the completion of project folios a range of communication and information processing skills will be used and developed. These skills include:

Knowledge and understanding of project management
- skills in managing projects
- development of management folios
- development of skills related to research, analysis and evaluation

Project management
- planning
- documentation
- using project development techniques to complete practical projects within a given time frame

Literacy
- using industry terminology
- writing reports using appropriate text types
- developing material/component lists
- preparing management folios
- using appropriate ICT

Numeracy
- related calculation skills:
  - ordering
  - sizing
  - quantities
  - costing
  - estimates

Communication
- reading and interpretation of technical drawings
- understanding and interpreting industry standards
- complete freehand drawings, sketching with annotations, production and working drawings
- using appropriate ICT
- identify and apply OHS signage