

Recognition of Prior Learning Guide

for

CPC30211 Certificate III in Carpentry

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Recognition of Prior Learning Guide

Recognition of Prior Learning (RPL) is a combination of supplying evidence of previous work in the building and construction carpentry sector with a competency conversation and practical demonstration to record and verify the information supplied. An assessor will need to validate the evidence supplied by you and you will also have the opportunity to demonstrate your competency across the selected units.

Assessment of competencies of the following RPL evidence:

1. Documentary evidence of formal study. Certified copies of certificates and transcripts.
2. Third-party reports from licenced or qualified industry experts.
3. Evidence of previous projects you have completed.
4. Written or oral challenge testing questions.
5. Supporting photographic or video evidence and documentary of related building or supervisory experience.
6. In all cases, the method used for training RPL will reflect the skills and knowledge for which RPL is being sought.

Presentation of the evidence is to be supplied for the following units that you have selected.

Any areas where you have not been able to provide adequate evidence to demonstrate competency, you will be required to complete the course units in which you have not demonstrated competency.

Photographic ID

For identification purposes we require:

- A colour copy of your **Australian passport** OR
- A colour copy of both sides of your **Australian driver licence** and either a colour copy of the front of your **Medicare** OR a colour copy of your Certificate of Evidence of Resident Status (CERS) if you are a permanent resident,
- A colour copy of your **induction card (white card)**, and
- Your **Unique Student Identifier (USI)** number. For further information on USI visit <http://www.usi.gov.au>.

Final Assessment Procedures

The assessment will take place at a site to be determined mutually. If you live in a region outside of the Sydney area, you may be charged. As part of the RPL assessment, you may be given practical construction scenarios to which you shall give an oral explanation as to how you will address these issues and resolve them in a professional yet controlled manner.

You will need to collate photos or a CD demonstrating all aspects of your supervisory and building experience and complete a resume demonstrating your supervisory or building experience.

Examples of Evidence Required

Units of Competency (UoCs)	Examples of Evidence Required
CORE	
CPCCCA2002B Use carpentry tools and equipment	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Use of tools, plant and equipment, • Identify and select hand tools for given tasks, • Identify power and pneumatic tools for a given task, and • Maintenance of equipment according to manufacturer's recommendations or organisational requirements. Photographic or video evidence can be supplied.
CPCCCA2011A Handle carpentry materials	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The safe handling, sorting and stacking of varying lengths timber, providing quick access and use, and • The safe moving and stacking of a given quantity of sheet material. Photographic or video evidence can be supplied.
CPCCCA3001A Carry out general demolition of minor building structures	<ul style="list-style-type: none"> • Provide information on the planning for a complete demolition of a section of a standard house to accommodate an extension, including removal of an external load bearing wall to form an opening of no less than 3 metres wide. Photographic or video evidence can be supplied.
CPCCCA3002A Carry out setting out	<ul style="list-style-type: none"> • Provide information on the type of tools equipment, materials to be used and the methods used to set out an L shaped building on a level site. Photographic or video evidence can be supplied.
CPCCCA3023A Carry out levelling operations	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The set up and test levelling equipment, and • Transfer levels and record differences in height undertaking a closed traverse using both the rise and fall method and the height of instrument method on a minimum of three (3) projects. • While ensuring the following: <ul style="list-style-type: none"> • Confirm accuracy of the readings taken, including set up and movement of device in two (2) locations, and • Accurately record the results of each levelling procedure to organisational requirements. Photographic or video evidence can be supplied.

Units of Competency (UoCs)	Examples of Evidence Required
CPCCCM1012A Work effectively and sustainably in the construction industry	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Company organisational chart, • Job description, • Company environmental policy – if you don't have one you must be able to explain items such as reuse and recycle materials, • Written report like a defect list, • Record of a toolbox meeting you have conducted and recorded, • Copy of a Job Safety Analysis (JSA) or a Safe Work Method Statement (SWMS) that you have written, • Copy of your employment contract, • Set of drawings that you can identify the relevant specifications and identify services, and • Copy of your site or project diary.
CPCCCM1013A Plan and organise work	<ul style="list-style-type: none"> • Provide information on the planning of work tasks this maybe in the form of a bar chart and documentation over a period of time in a range of general construction activities contexts and include dealings that are appropriate for the task.
CPCCCM1014A Conduct workplace communication	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Work orders or contracts, • Emails to suppliers or service providers like architect, third-party consultants, engineers, etc., • Tool box meetings, • Diary notes with meeting with clients or suppliers, and • Copy of a JSA or a SWMS that you have written including an incident report.
CPCCCM1015A Carry out measurements and calculations	<ul style="list-style-type: none"> • Provide full set of working drawing and specifications with take offs to identify the dimensions of materials requirements and processes to be followed for a basic building project including takeoffs.
CPCCCM2001A Read and interpret plans and specifications	<ul style="list-style-type: none"> • Provide a set of drawings to discuss. <ul style="list-style-type: none"> • During the competency conversation you will be recorded identifying services, naming commonly used construction symbols and abbreviations. • You will also be asked to identify measurements and dimensions on the drawings.
CPCCCM2002A Carry out excavation	<ul style="list-style-type: none"> • Provide information on the set out and marking out of an excavation site as part of an overall project to job specifications without damaging services. Photographic or video evidence can be supplied.

Units of Competency (UoCs)	Examples of Evidence Required
CPCCCM2007B Use explosive power tools	<ul style="list-style-type: none"> • Provide information on fixing metal or timber to a steel, concrete or masonry base on one (1) project of each to job specifications, including: <ul style="list-style-type: none"> • Completion of stripping and assembly of the tool, • Completing log of serviceability, • Maintaining and cleaning, • Selecting charges and fasteners applicable to base material and material being fixed, • Misfire procedures, • Using attachments, • Complying with storage and security regulations and Occupational Health and Safety (OHS) requirements for the working environment, • Selecting signage, and • Test fire. Photographic or video evidence can be supplied.
CPCCCM2008B Erect and dismantle restricted height scaffolding	<ul style="list-style-type: none"> • Provide information on the planning, erection and dismantling of a modular scaffolding system, in accordance with JSA and SWMS regulations, including a minimum of: <ul style="list-style-type: none"> • Three (3) bays (one (1) with a return), • One (1) lift with ladder, • Fall and edge protection, and • For heavy duty medium duty and lightweight. Photographic or video evidence can be supplied.
CPCCCM2010B Work safely at heights	<ul style="list-style-type: none"> • Provide information on: <ul style="list-style-type: none"> • Communicating and work effectively and safely with others at heights, • Selecting and using appropriate height access and fall protection equipment and work methods, including inspecting fall protection equipment, scaffold and fall barriers for faults, and • Applying knowledge of industry products to identify: <ul style="list-style-type: none"> • Manual handling risks, and • Types of lifting and support structures approved for use. Photographic or video evidence can be supplied.
CPCCCO2013A Carry out concreting to simple forms	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The excavation and erection of formwork, • The cut, place and tie reinforcement, and • Placing and hand screeding concrete for a slab (of 4 square metres is recommended) and a minimum depth of 100 millimetres to the required finished level and job specification. • Photographic or video evidence can be supplied.
CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry	<ul style="list-style-type: none"> • Supply an Work Health and Safety (WHS) plan, including a SWMS, JSA, Material Safety Data Sheet (MSDS) and a completed incident report and a report of a fault with an electrical tool.

Units of Competency (UoCs)	Examples of Evidence Required
CPCCCA3003A Install flooring systems	<ul style="list-style-type: none"> • Provide information as a minimum on the following: <ul style="list-style-type: none"> • The completion of one (1) bearer and joist system constructed on a support system (stumps, posts or piers) applicable to local conditions, to carry external walls and internal walls parallel to joists for a full-sized home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 square metres), • Installation of a tongue and groove fitted strip flooring surface and an approved wet area floor system to a bathroom area, and • Installation of a system of similar size as above with either a sheet or strip platform system. <p>Photographic or video evidence can be supplied.</p>
CPCCCA3004A Construct wall frames	<ul style="list-style-type: none"> • Provide information on planning and preparation set out, construction and erection of framed walls to accommodate roofing to regulation height and to a minimum of a full size one-bedroom home or equivalent (includes a bedroom, lounge, kitchen and bathroom of not less than 30 square metres), including window and door openings, bracing, an internal or external corner and a T junction to specifications involving both timber and metal frames. <p>Photographic or video evidence can be supplied.</p>
CPCCCA3005B Construct ceiling frames	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The set out, construction and erection of a ceiling incorporating a hanging beam, ceiling trimmers and strutting beam to specifications for a full size one-bedroom home or equivalent (includes a bedroom, lounge, kitchen and bathroom not less than 30 square metres, and • The completion of construction tasks involving both timber and metal materials and components. • While ensuring the following: <ul style="list-style-type: none"> • The correct selection and use of fire-rated materials and methods of construction. <p>Photographic or video evidence can be supplied.</p>
CPCCCA3006B Erect roof trusses	<ul style="list-style-type: none"> • Provide information on the set out and erection of a roof comprising a minimum of one (1) hip end, a valley and enough standard trusses to incorporate bracing for a full-size roof in timber and metal. <p>Photographic or video evidence can be supplied and or information from a previous truss supplier.</p>
CPCCCA3007C Construct pitched roofs	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The set out, construct and erect a flat roof under 10 square metres (for a full sized one-bedroom home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 square metres), and • The set out, construct and erect a scotch valley, broken hip and valley, hip and valley roof incorporating a gable end for a full sized one-bedroom home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 square metres), including set out of a pattern rafter with creeper reductions and methods of roof bevels and roof member lengths. <p>Photographic or video evidence can be supplied.</p>

Units of Competency (UoCs)	Examples of Evidence Required
CPCCCA3008B Construct eaves	<ul style="list-style-type: none"> • Provide information on the completion of marking and cutting of roof members to line to accommodate plumb fascia and barge for 3 metres of overhand barge eaves, 3 metres of boxed eaves and three metres of raking eaves. • While ensuring the correct selection and use of fire-rated materials and methods of construction, each to include: <ul style="list-style-type: none"> • An apex junction on the barge, • A junction between the barge and the plumb fascia, • A junction at the valley, and • An eaves junction at the hip to a brick wall. Photographic or video evidence can be supplied.
ELECTIVES (select 8)	
CPCCCA3010A Install and replace windows and doors	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Installation of one (1) standard window or glazed sliding door unit to specifications, • The replacement of one (1) standard window or glazed sliding door unit to specifications, • Construction and fit of one (1) standard external rebated door jamb or frame to specifications, and • Fit and hang of one (1) standard door, including the door furniture and a pair of doors with door jambs to specifications. Photographic or video evidence can be supplied.
CPCCCA3012A Frame and fit wet area fixtures	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The minimum set out height and level of one (1) bath and one (1) shower, • The installation of one (1) bath and one (1) shower to regulations including all required flashings and noggings for lining requirements, and • The framing for one (1) sink/basin. Photographic or video evidence can be supplied.

Units of Competency (UoCs)	Examples of Evidence Required
<p>CPCCCA3013A Install lining, panelling and moulding</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The completion of lining one (1) wall to a minimum of 3 metres by 2.4 metres, with lining boards including one (1) opening to specifications, • The completion of lining one (1) wall to a minimum of 3 metres by 2.4 metres, with sheet panelling including one (1) opening to specifications, • The completion of fitting profiled architraves to a minimum of one (1) door or one (1) window or a combination of both, with specified margins and tight fitting mitre joints, • The completion of cutting and fixing a profiled skirting with a minimum of one (1) internal scribed joint and one (1) external mitre joint with tight fitting joints, • The completion of scribing and mitring a Scotia, quad and colonial architrave with a minimum of one (1) internal joint and one external mitre joint with tight fitting joints, • The construction of a pelmet with two (2) return ends able to be fixed and removed upon completion, and • The construction of a raking mould using either an internal scribed or external mitre joint with tight fitting joints. <p>Photographic or video evidence can be supplied.</p>
<p>CPCCCA3016A Construct timber external stairs</p>	<ul style="list-style-type: none"> • Provide information on the setting out and construction of full size stairs (free standing or against a wall), including a landing, handrail and balustrade to a minimum height of 1.2 metres, in accordance with regulations. <p>Photographic or video evidence can be supplied.</p>
<p>CPCCCA3018A Construct, erect and dismantle formwork for stairs and ramps</p>	<ul style="list-style-type: none"> • Provide information on: <ul style="list-style-type: none"> • A site assessment to determine levels and stair dimensions, and • Applying the height and going of stairs to construct, erect and dismantle the formwork for a flight of stairs (free standing or against a wall), including a landing, with minimum rise of flight of 1,800 millimetres and the erection and dismantling of a ramp with a rise of 400 millimetres. <p>Photographic or video evidence can be supplied.</p>
<p>CPCCCA3019A Erect and dismantle formwork to suspended slabs, columns, beams and walls</p>	<ul style="list-style-type: none"> • Provide information on the set out and erection of a suspended slab formwork (slab size a minimum of 30 square metres), incorporating a beam and two (2) different types of columns with a specified formwork system at a minimum height of 2.4 metres. <p>Photographic or video evidence can be supplied.</p>
<p>CPCCCA3020A Erect and dismantle jump form formwork</p>	<ul style="list-style-type: none"> • Provide information on working as part of a team for the erection and dismantling of jump formwork for one operation. <p>Photographic or video evidence can be supplied.</p>
<p>CPCCCA3021A Erect and dismantle slip form formwork</p>	<ul style="list-style-type: none"> • Provide information on working as part of a team for the erection and dismantling of slip formwork for one operation. <p>Photographic or video evidence can be supplied.</p>

Units of Competency (UoCs)	Examples of Evidence Required
BSBSMB301 Investigate micro business opportunities	<ul style="list-style-type: none"> • Provide information of the following: <ul style="list-style-type: none"> • Thorough investigation of business opportunities and ideas, • Clearly identified products or services and customer information for each business idea, • Thorough collection and analysis of market information and associated factors relating to business ideas, • Knowledge of ethical and cultural requirements, and • Marketing information.
BSBSMB406 Manage small business finances	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The development, implementation and review of strategies for the ongoing management of finance, • The maintenance of day-to-day financial management of the business, and • The implementation of broad financial strategies. Business plan and financial documents can also be used.
CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The forming up of a slab on ground a minimum of 9 square metres, incorporating an edge rebate and internal corner to specifications, and • The forming up of a step to a foundation excavation to specified masonry units. Photographic or video evidence can be supplied.
CPCCCA3009B Construct advanced roofs	<ul style="list-style-type: none"> • Provide information on a completion of a roof to be constructed, which must include a hip end other than a square on plan (hexagonal or octagonal), for a full-size project. • While ensuring the correct selection and use of fire-rated materials and methods of construction. Photographic or video evidence can be supplied.
CPCCCA3011A Refurbish timber sashes to window frames	<ul style="list-style-type: none"> • Provide information on the removal refurbishment and refit of a sash to a top or side hung casement frame and the removal, refurbishment and refit of a pair of sashes to a double hung window. Photographic or video evidence can be supplied.
CPCCCA3014A Construct bulkheads	<ul style="list-style-type: none"> • Provide information on the construction of a segmental curved bulkhead a minimum of 3 metres in radius with a depth of 600 millimetres to plumb, line and level and job specifications. Photographic or video evidence can be supplied
CPCCCA3015A Assemble partitions	<ul style="list-style-type: none"> • Provide information of the set out and assembly of a minimum of 9 square metres of full height partitioning, including the set out of a corner which is internal or external and a T intersection, and include a window and door panel to square and plumb in accordance with job specifications. Photographic or video evidence can be supplied

Units of Competency (UoCs)	Examples of Evidence Required
CPCCCA3017B Install exterior cladding	<ul style="list-style-type: none"> • Provide information to: <ul style="list-style-type: none"> • Produce a storey or set out rod for a full height wall using a weatherboard of a given profile or end cover. • Fix weatherboards to a height of at least six (6) rows, incorporating an internal and external corner with stops, together with flashings and sarking for a window and a door. • Install a minimum of two (2) different types of panels, incorporating an internal and external corner with stops, vertical and horizontal joints, together with flashings and sarking for a window and a door. Photographic or video evidence can be supplied.
CPCCCA3022A Install curtain walling	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The completion of an external surface preparation to receive fixings that are checked for conformity with tolerances for plumb and line, and • The installation, check, place, fix and seal sections of curtain walling for a multi-storey project. Photographic or video evidence can be supplied.
CPCCCM3001C Operate elevated work platforms	<ul style="list-style-type: none"> • Provide information on the complete set up and operation of a range of elevating work platforms (EWPs), including all functions. Photographic or video evidence can be supplied or licence.
CPCCSF2003A Cut and bend materials using oxy-LPG equipment	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The use of both oxy-acetylene and LPG systems to cut to specification a range of bars up to and including 36 millimetres, and • The knowledge of how to heat and bend a minimum of three bars to specification including at least one (1) 36 millimetres bar. Photographic or video evidence can be supplied.
CPCCSF2004A Place and fix reinforcement materials	<ul style="list-style-type: none"> • Provide information on the placement and fixing of reinforcement materials to specification on a minimum of three (3) different jobs and involving deformed bars, rods and mesh sheets. Photographic or video evidence can be supplied
CPCCWC3003A Install dry wall passive fire-rated systems	<ul style="list-style-type: none"> • Provide information on the installation to a specification of a minimum of three (3) dry wall passive fire-rated systems with: <ul style="list-style-type: none"> • One (1) for a steel stud wall, • One (1) covering columns and beams, and • One (1) comprising a multiple layer system. Photographic or video evidence can be supplied.

Units of Competency (UoCs)	Examples of Evidence Required
RIICCM210D Install trench support	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The requirements, procedures and instructions for installing trench support, • The implementation of requirements, procedures and techniques for the safe, effective and efficient completion of trench support installation, • Working with others to undertake and complete the installation of trench support in a way that meets all of the required outcomes: <ul style="list-style-type: none"> • Consistent timely completion of trench support installation that safely, effectively and efficiently meets the required outcomes. • Installing trench support on two (2) projects in trenches deeper than 1.5 metres requiring the trench support to be installed, moved along or within the trench and removed from the trench. <p>Photographic or video evidence can be supplied.</p>
RIIWHS202D Enter and work in confined spaces	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The requirements, procedures and instructions for entering and working in confined spaces, • The implementation of requirements, procedures and techniques for the safe, effective and efficient completion for entering and working in confined spaces, and • Working with others to undertake and complete the entering and working in confined spaces that meet all of the required outcome: <ul style="list-style-type: none"> • Consistent timely completion of entering and working in confined spaces that safely, effectively and efficiently meets the required outcomes or supply a confined spaces ticket.
RIIWMG203D Drain and dewater civil construction site	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • The knowledge on the requirements, procedures and instructions for draining and dewatering of civil construction site implementation, • The knowledge on the requirements, procedures and techniques for the safe, effective and efficient completion of the draining and dewatering of civil construction site, which is to include: <ul style="list-style-type: none"> • Draining surface water from a site using surface drains, • Dewater a trench or pit using at least one (1) type of pump on two (2) separate projects, • Establishing sedimentation controls for at least one (1) project, and • Constructing a sump. • Working with others to undertake and complete the draining and dewatering of civil construction sites that meets all of the required outcomes: <ul style="list-style-type: none"> • Consistent timely completion of the draining and dewatering of civil construction sites that safely, effectively and efficiently meets the required outcomes. <p>Photographic or video evidence can be supplied.</p>