

Recognition of Prior Learning Guide

for

CPC31311 Certificate III in Wall and Floor Tiling

Name of RTO:	Masters in Building Training Pty Ltd (MIBT) National Provider No. 40666
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Contents

Recognition of Prior Learning Guide	3
Photographic ID	3
Final Assessment Procedures	3
Examples of Evidence Required	4

Recognition of Prior Learning Guide

Recognition of Prior Learning (RPL) is a combination of supplying evidence of previous work in the building and construction wall and floor tiling 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	
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.

Units of Competency (UoCs)	Examples of Evidence Required
CPCCCM2006B Apply basic levelling procedures	<ul style="list-style-type: none"> • Provide information on the transfer levels and record differences in height on one (1) project to job specifications using: <ul style="list-style-type: none"> • A spirit level and straight edge, • Levelling equipment with water technique, • Laser levelling devices, and • Optical levelling devices. • While ensuring the following: <ul style="list-style-type: none"> • Confirm accuracy of the readings taken for all above, including set-up and movement of device in two (2) locations. • Conduct a two-peg test with an automatic level to confirm that instrument meets manufacturers' tolerances. • Accurately record the results of each levelling procedure to organisational requirements.
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.
CPCCWF2001A Handle wall and floor tiling materials	<ul style="list-style-type: none"> • Given the plans and specifications for a bathroom wall and floor to be tiled, <ul style="list-style-type: none"> • Receive and confirm quantity and quality compliance, • Handle, sort, stack and distribute the tiles, materials and components to support the performance of the task, • Prepare and mix the required adhesives and mortar, grouting and finishes required for the job, and • Clean up and store or dispose of excess and waste materials on the completion of the job.
CPCCWF2002A Use wall and floor tiling tools and equipment	<ul style="list-style-type: none"> • Provide information on safe operating procedures and inspection practices to use wall and floor tiling tools and equipment.
CPCCWF3001A Prepare surfaces for tiling application	<ul style="list-style-type: none"> • Provide information on, as a minimum (using a combination of underlay, render and mechanical and chemical techniques) to: <ul style="list-style-type: none"> • Prepare a bathroom work area for wall and floor tiling, • Prepare a timber bathroom floor and pointed fibre cement sheet wall for tiling, and • Prepare a concrete bathroom floor and pointed fibre cement sheet wall for tiling.
CPCCWF3002A Fix floor tiles	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Tiling 4 square metres of a concrete bathroom floor using a sand and cement mortar mix, • Tiling 4 square metres of a timber floor, laid on the diagonal with a half Tiling border, using adhesive, • Tiling 4 square metres of a concrete floor with marble tiles, using adhesive, and • Tiling a minimum of three (3) steps of 900 millimetres width and 115 millimetres risers and treads, including an expansion joint.

Units of Competency (UoCs)	Examples of Evidence Required
CPCCFWF3003A Fix wall tiles	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Tiling the front and return of a standard 1,500 millimetres timber framed bath, including a straight hob between the bath and wall, using adhesive to fix the tiles; tiles are not to be proud of the bath and coving to floor is to allow for control joints as required, and • Tiling the front and return of a standard 1,500 millimetres bricked bath, including a straight hob between the bath and wall, using mortar to fix the tiles; tiles are not to be proud of the bath and coving to floor is to allow for control joints as required.
CPCCFWF3004A Repair wall and floor tiles	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Removing and replacing a quantity of damaged wall tiles, which are fixed with adhesive bedding, and • Removing and replacing a quantity of damaged floor tiles, which are fixed with mortar bedding.
CPCCFWF3006A Carry out mosaic tiling	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Preparing and laying 2 square metres of mosaic tile (half in adhesive and half in render and lay) for a bathroom wall, • Preparing and laying mosaic tile to a hob and return, and • Preparing and laying paper-based mosaic tile to a column of more than 360 millimetres radius and at least 1 metre high.
CPCCFWF3007A Tile curved surfaces	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Tiling a circular concrete column of a minimum of 360 millimetres diameter and 1 metre high abutting a concrete flat wall, continuing the tiling to the floor (to 150 millimetres radius) from the column, and • Tiling a standard door archway in a fibre cement sheet wall, including vertical returns and soffit.
CPCCBBL2002A Use bricklaying and blocklaying tools and equipment	<ul style="list-style-type: none"> • Provide information on: <ul style="list-style-type: none"> • Using prescribed brick and blocklaying tools and equipment, • Setting up a cement mixer and mix mortar for the next task, • The construction a brick wall 600 millimetres high and at least 1,200 millimetres long in stretcher bond with a round iron joint finish with all halves to be hand cut and scotched, • Using a jig saw to develop an arch centre or curved wall template, • Using a brick saw to cut: <ul style="list-style-type: none"> • A 110 millimetres bat, • A 170 millimetres (3/4) bat, • A queen closure, • A split, and • A compound mitre. <p>Using a block saw to cut 10 of each 200 and 100 series blocks to various sizes.</p>

Units of Competency (UoCs)	Examples of Evidence Required
ELECTIVES (select 3)	
<p>CPCCWP3002A Apply waterproofing process to internal wet areas</p>	<ul style="list-style-type: none"> • Provide information on waterproofing a bathroom incorporating: <ul style="list-style-type: none"> • Lap up a wall, • Appropriate penetrations, • Wastes and hobs, and • Installing and detail a hobless frame shower enclosure and a bath that abuts a masonry connection wall. • While ensuring the following: <ul style="list-style-type: none"> • Correct identification of requirement and installation of the waterproofing, • Correct selection and use of appropriate processes, tools and equipment, • Completion of all work to specification, and • Correct termination and overflashing.
<p>CPCCWF3005A Carry out decorative tiling</p>	<ul style="list-style-type: none"> • Provide information, as a minimum, on the following to: <ul style="list-style-type: none"> • Select, set out and lay heritage style wall tiles and decorative strips to a 2 square metre wall finished to differing heights, and • Select, set out and lay tessellated floor tiles and a decorative border to an L-shaped area of approximately 1.5 square metres. • While ensuring the following: <ul style="list-style-type: none"> • Correct identification of requirement and completion of the tiling, • Correct selection and use of appropriate processes, tools and equipment, • Completion of all work to specification, and • Compliance with regulations, standards and organisational quality procedures and processes.
<p>CPCCWF3008A Tile domestic pools and spas</p>	<ul style="list-style-type: none"> • Provide information on tiling a three-dimensional corner of a pool or spa with the wall coving into the floor; the floor is to fall (1 in 10) in one (1) direction, with detail including copers and a mosaic water line.
<p>BSBSMB301 Investigate micro business opportunities</p>	<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.
<p>BSBSMB406 Manage small business finances</p>	<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.

Units of Competency (UoCs)	Examples of Evidence Required
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.
CPCCCM3001C Operate elevated work platforms	<ul style="list-style-type: none"> Provide information on the complete set up and operation of a range of elevated work platforms (EWPs) including all functions. Photographic or video evidence can be supplied or licence
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, and The cut, place and tie reinforcement. 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.
CPCCB2002A Use bricklaying and blocklaying tools and equipment	<ul style="list-style-type: none"> Provide information on: <ul style="list-style-type: none"> Using prescribed brick and blocklaying tools and equipment, Setting up a cement mixer and mix mortar for the next task, The construction a brick wall 600 millimetres high and at least 1,200 millimetres long in stretcher bond with a round iron joint finish with all halves to be hand cut and scotched, Using a jig saw to develop an arch centre or curved wall template, Using a brick saw to cut: <ul style="list-style-type: none"> A 110 millimetres bat, A 170 millimetres (3/4) bat, A queen closure, A split, and A compound mitre. Using a block saw to cut 10 of each 200 and 100 series blocks to various sizes.