

Recognition of Prior Learning Guide

for

CPC40110 Certificate IV in Building and Construction (Building)

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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 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
BSBSBM406A Manage finances	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • A profit and loss (P&L) report and a cash flow forecasts, and • A letter from your accountant that states that you comply with the taxation laws in your state or territory.
CPCBC4001A Apply building codes and standards to the construction process for low-rise building projects	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Development Application (DA) Notice of Determination for your chosen project, • Fire protection require for your project, • Performance requirements from the Building Code of Australia (BCA) are analysed and applied to your project, • Show the ability to interpret building approval requirements and processes, • Show the ability to apply relevant Australian standards, and • Copies of DA & Construction Certificate (CC) Notices of Determination regarding specific project.
CPCBC4002A Manage occupational health and safety in the building and construction workplace	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Workplace Health and Safety (WHS) management plan, • Safe Work Method Statement (SWMS), • Job Safety Analysis (JSA), and • Show evidence of an ability to communicate effectively with relevant Occupational Health and Safety (OHS) specialists and management. • Provide examples of identifiable hazards and assess their particular risks. Propose harm minimisation strategies and demonstrate an understanding of effective safe work methods. • Demonstrate effective risk management through an ability to work with key OHS representatives. • Show an understanding of specific reporting, analysis and control systems for managing such risks.
CPCBC4003A Select and prepare a construction contract	<ul style="list-style-type: none"> • Provide a copy of a completed contract with an owner and a subcontractor/s.
CPCBC4004A Identify and produce estimated costs for building and construction projects CPCBC4005A Produce labour and material schedules for ordering	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Purchase order (PO) preparation and issuing, handling, confirmation and payment of invoices and progress claim invoices, • A bill of quantities, • Quotation, • Tender package, • A take-off and pricing materials and labour for a simple single storey project, • Materials list or PO, and • List of nominated sub-contractors.

Units of Competency (UoCs)	Examples of Evidence Required
<p>CBCBC4006B Select, procure and store construction materials for low-rise projects</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Handling delivery dockets, • Checking delivery against the delivery docket, • Proper storage of materials on site, • Compatibility of materials (e.g. colour bond and lead), • Process of mechanical stress grading of timber, • Process of testing concrete strength, • Methods of corrosion resistance, and • Comparisons between different types of (say) flooring systems.
<p>CPCBC4007A Plan building or construction work</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Preparation of a construction schedule bar chart, • Copies of contractual documentation, building approvals and conditions relating to your project, and • Copies of dilapidation reports, structural reports, defect lists.
<p>CPCBC4008B Conduct on-site supervision of building and construction projects</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Administering claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements, • Establishing functional on-site communication systems that include the systematic gathering of information on site events, • Implementing a site safety policy, • Maintaining and monitor on-site quality processes, • Assessing work against construction quality standards and ensure that rework is carried out, and • Administering on-site project completion procedures and inform client as required.
<p>CPCBC4009B Apply legal requirements to building and construction projects</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Copies of contractual documentation, building approvals and conditions relating to your project, • Demonstrated ability to solve specific design and construction challenges as they have arisen, • Proof of correct identification of temporary services, • Quotes, invoices, copies of POs, • Evidence of delegation, • Proof of ability to comply with prescribed HAZMAT handling procedures (site specific), • Demonstrated ability to schedule contractors, • Demonstrated ability to access requisite materials, skills and labour (including alternatives in cases of supply problems), • Copies of dilapidation reports, structural reports, defect lists, and • Demonstrated knowledge of methods and procedures of site supervision.

Units of Competency (UoCs)	Examples of Evidence Required
<p>CPCBC4010B Apply structural principles to residential low-rise constructions</p> <p>CPCBC4011B Apply structural principles to commercial low-rise constructions</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Examples of structural principals and alternative solutions to structural requirements, • Planning and coordinating the laying of footings, floors, roof and cladding systems, • Examples of structural and non-structural walls, • Project documentation and industry professionals used, • Examples of structural principals and alternative solutions to structural requirements, and • Examples of temporary structural elements.
<p>CPCBC4012B Read and interpret plans and specifications</p>	<ul style="list-style-type: none"> • Supply a set of plans so you can explain the below: <ul style="list-style-type: none"> • Read and interpret plans and specifications including identification of key features, levels, contours, sections, service entry points, site features to be removed or retained and other details pertinent to the construction process, • Identify the characteristics and features of sites and structures pertinent to a construction project, including: <ul style="list-style-type: none"> • Determine correct orientation of structures on site, • Establish location of key on-site features in relation to building or other structures, and • Identify and incorporate customer variations to agreed plans and specifications.
<p>CPCBC4013A Prepare and evaluate tender documents</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Identifying requirements of selected contracts for tender, • Gathering detailed information effectively, • Checking documentation and calculations on short timeframes, • Producing documentation that meets the quality standards established by the organisation, and • Communicating effectively both verbal and in writing.
<p>CPCBC4018A Apply site surveys and set out procedures to building and construction projects</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • 3-4-5 setting out, • Checking the accuracy of automatic levelling devices, • Plotting and converting levels to reduced levels (RLs), and • Prepare contour drawings and calculate the extent of spoil from a simple excavation.
<p>CPCBC4024A Resolve business disputes</p>	<ul style="list-style-type: none"> • Provide details of a recent dispute and how it was solved or give a brief explanation of how you would resolve a business dispute or download the dispute resolution process from your local licensing authority or governing Act.

Units of Competency (UoCs)	Examples of Evidence Required
<p>BSBLDR403 Lead team effectiveness (QLD licence only)</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Apply knowledge of organisational goals, objectives and plans • Develop a team work plan including documentation of how it was generated and how it will be monitored • Identify and incorporate innovation and productivity measures into a team work plan • Communicate with team members and management to identify and establish the team purpose, roles, responsibilities, goals plans and objectives and resolve problems • Use techniques to consult, encourage, support and provide feedback to team members • Model team leadership behaviours and approaches • Liaise with management to develop the teamwork plan, resolve issues and ensure follow-up action is taken.