

## Recognition of Prior Learning Guide

for

CPC40808 Certificate IV in Swimming Pool and Spa Building

<b>Name of RTO:</b>	Masters in Building Training Pty Ltd (MIBT) National Provider No. 40666
<b>Qualification</b>	CPC40808 Certificate IV in Swimming Pool and Spa Building
<b>Version</b>	Master September 2018
<b>Date:</b>	7 September 2018
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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 swimming pool and spa 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
<b>BSBCUS301B</b> Deliver and monitor a service to customers	<ul style="list-style-type: none"> <li>• Provide information on:               <ul style="list-style-type: none"> <li>• Demonstrating all stages of customer service interactions,</li> <li>• Responding to customer feedback,</li> <li>• Demonstrating a range of interpersonal skills, and</li> <li>• Knowledge of relevant legislation.</li> </ul> </li> </ul>
<b>BSBSBM406A</b> Manage Finances	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• A profit and loss (P&amp;L) report and a cash flow forecasts, and</li> <li>• A letter from your accountant that states that you comply with the taxation laws in your state or territory.</li> </ul> </li> </ul>
<b>CPCBC4002A</b> Manage occupational health and safety in the building and construction workplace	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Workplace Health and Safety (WHS) management plan,</li> <li>• Safe Work Method Statement (SWMS),</li> <li>• Job Safety Analysis (JSA), and</li> <li>• Show evidence of an ability to communicate effectively with relevant Occupational Health and Safety (OHS) specialists and management.</li> </ul> </li> <li>• Provide examples of identifiable hazards and assess their particular risks. Propose harm minimisation strategies and demonstrate an understanding of effective safe work methods.</li> <li>• Demonstrate effective risk management through an ability to work with key OHS representatives.</li> <li>• Show an understanding of specific reporting, analysis and control systems for managing such risks.</li> </ul>
<b>CPCBC4003A</b> Select and prepare a construction contract	Provide a copy of a completed contract with an owner and a subcontractor/s.
<b>CPCBC4004A</b> Identify and produce estimated costs for building and construction projects  <b>CPCBC4005A</b> Produce labour and material schedules for ordering	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Purchase order (PO) preparation and issuing, handling, confirmation and payment of invoices and progress claim invoices,</li> <li>• A bill of quantities,</li> <li>• Quotation,</li> <li>• Tender package,</li> <li>• A take-off and pricing materials and labour for a simple single storey project,</li> <li>• Materials list or PO, and</li> <li>• List of nominated sub-contractors.</li> </ul> </li> </ul>
<b>CPCBC4007A</b> Plan building or construction work	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Preparation of a construction schedule bar chart,</li> <li>• Copies of contractual documentation, building approvals and conditions relating to your project, and</li> <li>• Copies of dilapidation reports, structural reports, defect lists.</li> </ul> </li> </ul>

Units of Competency (UoCs)	Examples of Evidence Required
<p><b>CPCBC4008B</b> Conduct on-site supervision of building and construction projects</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Administering claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements,</li> <li>• Establishing functional on-site communication systems that include the systematic gathering of information on site events,</li> <li>• Implementing a site safety policy,</li> <li>• Maintaining and monitor on-site quality processes,</li> <li>• Assessing work against construction quality standards and ensure that rework is carried out, and</li> <li>• Administering on-site project completion procedures and inform client as required.</li> </ul> </li> </ul>
<p><b>CPCBC4009B</b> Apply legal requirements to building and construction projects</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Copies of contractual documentation, building approvals and conditions relating to your project,</li> <li>• Demonstrated ability to solve specific design and construction challenges as they have arisen,</li> <li>• Proof of correct identification of temporary services,</li> <li>• Quotes, invoices, copies of POs,</li> <li>• Evidence of delegation,</li> <li>• Proof of ability to comply with prescribed HAZMAT handling procedures (site specific),</li> <li>• Demonstrated ability to schedule contractors,</li> <li>• Demonstrated ability to access requisite materials, skills and labour (including alternatives in cases of supply problems),</li> <li>• Copies of dilapidation reports, structural reports, defect lists, and</li> <li>• Demonstrated knowledge of methods and procedures of site supervision.</li> </ul> </li> </ul>
<p><b>CPCBC4012B</b> Read and interpret plans and specifications</p>	<ul style="list-style-type: none"> <li>• Supply a set of plans so you can explain the below:               <ul style="list-style-type: none"> <li>• 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,</li> <li>• Identify the characteristics and features of sites and structures pertinent to a construction project, including:                   <ul style="list-style-type: none"> <li>• Determine correct orientation of structures on site,</li> <li>• Establish location of key on-site features in relation to building or other structures, and</li> </ul> </li> <li>• Identify and incorporate customer variations to agreed plans and specifications.</li> </ul> </li> </ul>

Units of Competency (UoCs)	Examples of Evidence Required
<b>CPCCB4014A</b> Prepare simple building sketches and drawings	<ul style="list-style-type: none"> <li>• Supply clear and effective drawings and sketches with appropriate notations and labelling of:               <ul style="list-style-type: none"> <li>• Land boundaries and footprint of building,</li> <li>• Orthographic drawings,</li> <li>• Schematic drawings of wiring and pipe work, and</li> <li>• Sectional views of pool construction.</li> </ul> </li> </ul>
<b>CPCCB4018A</b> Apply site surveys and set out procedures to building and construction projects	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• 3-4-5 setting out,</li> <li>• Checking the accuracy of automatic levelling devices,</li> <li>• Plotting and converting levels to reduced levels (RLs), and</li> <li>• Prepare contour drawings and calculate the extent of spoil from a simple excavation.</li> </ul> </li> </ul>
<b>CPCCB4024A</b> Resolve business disputes	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>CPCCB4034A</b> Apply building codes and standards to building trade and services contracting	<ul style="list-style-type: none"> <li>• Supply information on the Codes and Standards from the Building Code of Australia (BCA) and plumbing code related to swimming pool and spa building and Principal Certifying Authority (PCA) certificates.</li> </ul>
<b>CPCCB4048A</b> Apply building codes and standards to construction of swimming pools and spas	<ul style="list-style-type: none"> <li>• Supply information on the Codes and Standards from the BCA and plumbing code in relation to swimming pool and spa building.</li> </ul>
<b>CPCCB4049A</b> Apply structural principles to construction of swimming pools and spas	<ul style="list-style-type: none"> <li>• Supply engineering drawings and details on information in relation to the construction of swimming pools and spas.</li> </ul>
<b>CPCCB4050A</b> Select, procure and store construction materials for swimming pools and spas	<ul style="list-style-type: none"> <li>• Supply information for materials used for the construction of a swimming pool or spa, including the following:               <ul style="list-style-type: none"> <li>• Handling delivery dockets,</li> <li>• Checking delivery against the delivery docket,</li> <li>• Proper storage of materials on site,</li> <li>• Compatibility of materials,</li> <li>• Process of mechanical stress grading of steel, concrete and fiberglass,</li> <li>• Process of testing concrete strength,</li> <li>• Methods of corrosion resistance, and</li> <li>• Comparisons between different types of materials.</li> </ul> </li> </ul>

<b>Units of Competency (UoCs)</b>	<b>Examples of Evidence Required</b>
<b>CPCCWHS1001</b> Prepare to work safely in the construction industry	<ul style="list-style-type: none"><li>• Provide a current and valid white card that is dated after 1<sup>st</sup> January 2018 and credit transfer will be applied for this unit.</li></ul>