

Recognition of Prior Learning Guide

for

CPC50210 Diploma of 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
BSBOHS504B Apply principals of OHS risk management.	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Show evidence of satisfactory completion of an Occupation Health and Safety (OHS) “Supervisors” course. • Show evidence of an ability to communicate effectively with relevant 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.
BSBPMG505A Manage project quality	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Demonstrate the use of an effective system of review of completion according to designated timeframes, • Exemplify how remedial work is enacted in the case of subpar subcontractor performance, • Illustrate how specifically desirable quality outcomes have been achieved for your project, • Provide specific examples of how systems and tools were used to monitor project quality, • Indicate how review processes have been utilised to manage ongoing quality control, and • Exemplify a process of rectification as a quality solution in line with continuous improvement.
BSBPMG508A Manage project risk	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Examples of risk management tools used to analyse risks, assess options and recommend preferred risk, • Examples of process and procedures would include specific documentation indicating how team members are managed in relation to risks identified as specific to your project, and • Examples of how risk management has been acted upon in the service of problem solving and the planning and practice of continuous improvement.
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.

Units of Competency (UoCs)	Examples of Evidence Required
<p>CPCBC4003A Select and prepare a construction contract</p>	<ul style="list-style-type: none"> • Provide a copy of a completed contract with an owner and a subcontractor/s.
<p>CPCBC4004A Identify and produce estimated costs for building and construction projects</p>	<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.
<p>CPCBC4010B Apply structural principles to residential 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, • Examples of temporary structural elements, • Structural principals that apply to low rise buildings and medium rise buildings, • Planning and coordinating the laying of footings, floors, roof and cladding systems, • Examples of structural and non-structural walls, and • Project documentation and industry professionals used.
<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"> • Identify requirements of selected contracts for tender, • Gather detailed information effectively, • Check documentation and calculations on short timeframes, • Produce documentation that meets the quality standards established by the organization, and • Communicate effectively both verbal and in writing.
<p>CPCBC5001B Apply building codes and standards to the construction process for medium rise building projects.</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Fulfilled plans according to specification (e.g. copies of plans and photographs), • Demonstrated knowledge of minimum certification requirements of contractors, • Evidence of an understanding of fire protection requirements for your project, • Proof of BCA understanding and compliance as applied to your project, • Knowledge of BCA classifications, • Evidence of an understanding of BCA compliant alternative solutions to specific site-based challenges as they arise, • An ability to answer specific relevant questions as per BCA requirements, and • Knowledge of relevant structures and materials as per BCA.

Units of Competency (UoCs)	Examples of Evidence Required
<p>CPCBC5002A Monitor costing systems on medium rise building projects.</p>	<ul style="list-style-type: none"> • Demonstrated ability to monitor and supervise staff engaged in developing and consolidating costing data for Class 2-9/Type A building projects. • Prove ability to deliver effective estimations in relation to actual costs. Produce accurate evidence of expenditure according to projections and estimates. • Show how you have planned and accurately determined payment schedules according to stage completion. • Show sufficient financial data tracking skills to satisfy the requirements of the contracting organisation. • Present examples of budgets and cash flow projections via such accountancy systems as MYOB and Excel. • Copies of awards, agreements and unit costs may also be presented along with other relevant documentation where suitable.
<p>CPCBC5003A Supervise the planning of on-site medium rise building or construction work.</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. • Demonstrate ability to solve specific design and construction challenges as they have arisen. • Proof of correct identification of temporary services. • Quotes, invoices, copies of purchase orders (POs). • Evidence of delegation. • Proof of ability to comply with prescribed HAZMAT handling procedures (site specific). • Demonstrate ability to schedule contractors. • Demonstrate ability to access requisite materials, skills and labour (including alternatives in cases of supply problems). • Copies of dilapidation reports, structural reports, defect lists. • Demonstrate knowledge of methods and procedures of site supervision.
<p>CPCBC5010B Manage construction work</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Provide evidence of an ability to effectively and efficiently procure materials, supplies, skilled contractors and labour. • Provide examples of site communication processes (with suppliers and subcontractors), of how on-site operations are managed and documented. • Demonstrate the use of correct procedures and documentation for ordering construction supplies, materials and equipment. • Demonstrate an adequate understanding of correct procedures for contract variations, site safety and risk management.

Units of Competency (UoCs)	Examples of Evidence Required
<p>CPCBC5018A Apply structural principles to the construction of medium rise buildings.</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, • Examples of temporary structural elements, • Structural evidence of class of building other than 1 or 10, • Demonstrate the ability to plan and implement demolition or erection in BCA compliance, • Provide examples of structural principals and applied solutions to specific structural requirements, • Demonstrate an ability to apply relevant documentation and codes for these solutions, • Provide examples of typical faults and challenges that arise on site, • Provide evidence of an ability to take the necessary action required to solve such problems, and • Demonstrate an understanding of the performance characteristics of relevant construction materials. <p>Note this may encompass the performance of both temporary and permanent structures.</p>
<p>CPCBC5004A Supervise and apply quality standards to the selection of building and construction materials</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Explain and identify the materials used in contract documentation for the purposes of building and construction, • Examples of written and verbal actual effective communication between manufacturers and suppliers, • Examples of material tests to maintain quality standards onsite, • Demonstrate effective sampling and record keeping processes, • Explain suitability of materials commonly used in the region is identified for a given building system, and • Explain properties of materials, their standards of quality and the compatibility and non-compatibility of different materials are identified.
<p>CPCBC5005A Select and manage building and construction contractor</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Adequate knowledge of contracts and workplace agreements must be evident, • Examples of actual subcontractor agreements, • Demonstrate the specific method of choosing subcontractors in terms of industry benchmarks and the relevant licensing arrangements, • Demonstrate how the subcontracting requirement of the project is based on an accurate evaluation of the projects requisite workload and expected contractual commitments, and • Present evidence of the process whereby subcontractor agreements are reviewed in terms of performance and competency.

Units of Competency (UoCs)	Examples of Evidence Required
<p>CPCBC5007B Administer the legal obligations of a building or construction contract</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), • Demonstrate ability to schedule contractors, • Demonstrate ability to access requisite materials, skills and labour (including alternatives in cases of supply problems), • Copies of dilapidation reports, structural reports, defect lists, and • Demonstrate knowledge of methods and procedures of site supervision.
<p>CPCBC5009A Identify services layout and connection methods to medium rise construction project</p>	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Participant needs to be able to demonstrate knowledge of “what” constitutes a set of plans (site, floor, elevation and section) and be able to read and interpret plans, levels and specifications, • Methods of mechanical ventilation and air distribution are identified and sketched, • Suitable hot water system is selected according to accepted and agreed requirements and specifications, • Methods used in artificial lighting are compared for various service situations in accordance with relevant building regulations and standards, and • Electronic cabling, type of service, categories of cabling, layout of equipment, safe guards, access for maintenance, repair and extensions are identified and outlined in accordance with regulations and Australian standards.