

## Recognition of Prior Learning Guide

for

Statement of Attainment for Erection of Prefabricated Metal Framed Home Additions  
and Structures

<b>Name of RTO:</b>	Masters in Building Training Pty Ltd (MIBT) National Provider No. 40666
<b>Statement of Attainment:</b>	Erection of Prefabricated Metal Framed Home Additions and Structures
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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
<b>CORE</b>	
<b>BSBCUS201</b> Deliver a service to customers	<ul style="list-style-type: none"> <li>• Provide information on the following:               <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>BSBSBM406</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>CPCCBC4008B</b> Conduct on-site supervision of building and construction projects	<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>
<b>CPCCCA3002A</b> Carry out setting out	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>CPCCCA3010A</b> Install and replace windows and doors	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Installation of one (1) standard window or glazed sliding door unit to specifications,</li> <li>• The replacement of one (1) standard window or glazed sliding door unit to specifications,</li> <li>• Construction and fit of one (1) standard external rebated door jamb or frame to specifications, and</li> <li>• Fit and hang of one (1) standard door, including the door furniture and a pair of doors with door jambs to specifications.</li> <li>• Photographic or video evidence can be supplied.</li> </ul> </li> </ul>

Units of Competency (UoCs)	Examples of Evidence Required
<p><b>CPCCCM1011A</b> Undertake basic estimating and costing</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Documentation and communication of work-related information, including work orders, specifications, products, materials and labour requirements, costing calculations for products, materials and labour, and special conditions for a specified construction project, and</li> <li>• Estimation and cost of a specified project, including:                   <ul style="list-style-type: none"> <li>• Estimate quantities of material required,</li> <li>• Determine types and amount of labour required to complete the work,</li> <li>• Estimate time required to complete the work, and</li> <li>• Estimate overheads associated with the project.</li> </ul> </li> </ul> </li> </ul>
<p><b>CPCCCM1012A</b> Work effectively and sustainably in the construction industry</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Company organisational chart,</li> <li>• Job description,</li> <li>• Company environmental policy – if you don't have one you must be able to explain items such as reuse and recycle materials,</li> <li>• Written report like a defect list,</li> <li>• Record of a toolbox meeting you have conducted and recorded,</li> <li>• Copy of a Job Safety Analysis (JSA) or a Safe Work Method Statement (SWMS) that you have written,</li> <li>• Copy of your employment contract,</li> <li>• Set of drawings that you can identify the relevant specifications and identify services, and</li> <li>• Copy of your site or project diary.</li> </ul> </li> </ul>
<p><b>CPCCCM1013A</b> Plan and organise work</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>CPCCCM1014A</b> Conduct workplace communication</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Work orders or contracts,</li> <li>• Emails to suppliers or service providers like architect, third-party consultants, engineers, etc.,</li> <li>• Tool box meetings,</li> <li>• Diary notes with meeting with clients or suppliers, and</li> <li>• Copy of a JSA or a SWMS that you have written including an incident report.</li> </ul> </li> </ul>
<p><b>CPCCCM1015A</b> Carry out measurements and calculations</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

Units of Competency (UoCs)	Examples of Evidence Required
<p><b>CPCCCM2001A</b> Read and interpret plans and specifications</p>	<ul style="list-style-type: none"> <li>• Provide a set of drawings to discuss.               <ul style="list-style-type: none"> <li>• During the competency conversation you will be recorded identifying services, naming commonly used construction symbols and abbreviations.</li> <li>• You will also be asked to identify measurements and dimensions on the drawings.</li> </ul> </li> </ul>
<p><b>CPCCCM2005B</b> Use construction tools and equipment</p>	<ul style="list-style-type: none"> <li>• Provide photos of yourself working on a project using construction tools and equipment.               <ul style="list-style-type: none"> <li>• During the assessment you will be asked to demonstrate how you safely use construction tools equipment, communication devices.</li> <li>• You will also be asked to show a range of safety manuals for the tools and equipment you utilise at work and explain how you implement them.</li> </ul> </li> </ul>
<p><b>CPCCCO2013A</b> Carry out concreting to simple forms</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• The excavation and erection of formwork,</li> <li>• The cut, place and tie reinforcement, and</li> <li>• 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.</li> </ul> </li> </ul> <p>Photographic or video evidence can be supplied.</p>
<p><b>CPCCWHS1001</b> Prepare to work safely in the construction industry</p>	<ul style="list-style-type: none"> <li>• Provide a current and valid white card that is dated after 1st January 2018 and credit transfer will be applied for this unit.</li> </ul>

Units of Competency (UoCs)	Examples of Evidence Required
<p><b>CPCPCM2048A</b> Cut and join sheet metal</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Locating, interpreting and applying relevant information, standards and specifications for cutting and joining sheet metal,</li> <li>• Applying safety requirements throughout the work sequence, including electrical safety requirements and the use of personal protective clothing and equipment, and</li> <li>• Given the plans and specifications:                   <ul style="list-style-type: none"> <li>• Cut and join items of sheet metal demonstrating a range of commonly used joining techniques and the use of approved sealants, and</li> <li>• Plan the layout, fabricate and assemble a sheet metal product incorporating at least three joining techniques.</li> </ul> </li> </ul> </li> <li>• While ensuring the following:               <ul style="list-style-type: none"> <li>• Application of sustainability principles and concepts,</li> <li>• Correct identification of requirements and details of proposed joins and assemblies,</li> <li>• Correct selection and use of appropriate processes, tools and equipment,</li> <li>• Completion of all work to specification,</li> <li>• Compliance with regulations, relevant Australian standards and organisational quality procedures and processes, and</li> <li>• Communicating and working effectively and safely with others.</li> </ul> </li> </ul>
<p><b>CPCPCM3021A</b> Flash penetrations through roofs and walls</p>	<ul style="list-style-type: none"> <li>• Provide evidence on the following:               <ul style="list-style-type: none"> <li>• Locating, interpreting and applying relevant information, standards and specifications to the flashing of penetrations through roofs and walls,</li> <li>• Applying safety requirements throughout the work sequence, including the use of personal protective clothing and equipment, and</li> <li>• Given the plans and specifications, set out, cut and flash penetrations through openings within a range of up to 300 millimetres diameter and up to 300 millimetres square, one (1) through a roof and one (1) through a wall.</li> </ul> </li> <li>• While ensuring the following:               <ul style="list-style-type: none"> <li>• Application of sustainability principles and concepts,</li> <li>• Correct identification of requirements and details of the proposed penetration,</li> <li>• Correct selection and use of appropriate processes, tools and equipment,</li> <li>• Completion of all work to specification,</li> <li>• Compliance with regulations, standards and organisational quality procedures and processes, and</li> <li>• Communicating and working effectively and safely with others.</li> </ul> </li> </ul>

Units of Competency (UoCs)	Examples of Evidence Required
<p><b>CPCPRF2022A</b> Select and install roof sheeting and wall cladding</p>	<ul style="list-style-type: none"> <li>• Provide information on:               <ul style="list-style-type: none"> <li>• Locating, interpreting and applying relevant information, relevant Australian standards and specifications to selecting and installing roof coverings and wall cladding,</li> <li>• Applying safety requirements throughout the work sequence, including electrical safety requirements and the use of personal protective clothing and equipment,</li> <li>• Given the plans and specifications, calculating the requirements and selecting and installing roof sheeting, wall cladding and insulation for two (2) roof structures, each roof structure being a minimum of 4 square metres area, one of which incorporates 2 square metres of non-metallic roof sheeting, and</li> <li>• Both installations may include insulation, flashings and cappings, using the pierced and concealed fastening methods.</li> </ul> </li> <li>• While ensuring the following:               <ul style="list-style-type: none"> <li>• Application of sustainability principles and concepts throughout the installation,</li> <li>• Correct identification of requirements and details of proposed installation,</li> <li>• Correct fit of the completed installation,</li> <li>• Correct selection and use of appropriate processes, tools and equipment,</li> <li>• Completing all work to specification,</li> <li>• Compliance with regulations, relevant Australian standards and organisational quality procedures and processes, and</li> <li>• Communicating and working effectively and safely with others.</li> </ul> </li> </ul>



Units of Competency (UoCs)	Examples of Evidence Required
<p><b>CPCPRF3023A</b> Fabricate and install external flashings</p>	<ul style="list-style-type: none"> <li>• Provide information on the following:               <ul style="list-style-type: none"> <li>• Locating, interpreting and applying relevant information, standards and specifications to the fabrication and installation of external flashings</li> <li>• Applying safety requirements throughout the work sequence, including the use of personal protective clothing and equipment</li> <li>• Given the plans and specifications:                   <ul style="list-style-type: none"> <li>• Fabricate and install a minimum of 2 square metres of metal ceiling and associated soffits</li> <li>• Fabricate and install metal flashings to include an apron, parapet, apron wall, hanging and step, each up to a length of 1.5 metres</li> <li>• Install a metal fascia up to 2 metres in length, including one (1) external angle and one (1) internal angle</li> <li>• All fabrication and installation</li> </ul> </li> </ul> </li> <li>• While ensuring the following:               <ul style="list-style-type: none"> <li>• Application of sustainability principles and concepts throughout the installation,</li> <li>• Correct identification of requirements and details of the proposed installations,</li> <li>• Correct fit of the completed installation,</li> <li>• Correct selection and use of appropriate processes, tools and equipment,</li> <li>• Completion of all work to specification,</li> <li>• Compliance with regulations, standards and organisational quality procedures and processes, and</li> <li>• Communicating and working effectively and safely with others.</li> </ul> </li> </ul>