



**Master
Builders
Association**
New South Wales

CPC30211 Certificate III in Carpentry

ONSITE RECOGNITION OF PRIOR LEARNING (RPL)

C O U R S E B R O C H U R E

CPC30211 CERTIFICATE III IN CARPENTRY

ONSITE RECOGNITION OF PRIOR LEARNING (RPL)

Master Builders Association of NSW (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meets endorsed industry standards. Pathways to qualifications include full training and assessment, assessment towards Recognition of Prior Learning (RPL), gap training and Continuous Professional Development (CPD). Master Builders Education Centre in Baulkham Hills offers training facilities that meet industry specifications so that skills gained reflect building industry needs.

This course brochure will inform and guide you through Master Builders onsite RPL pathway to *CPC30211 Certificate III in Carpentry*, from application through to certification.

If your application to enrol is successful, you will have the opportunity to have your skills, knowledge and experience assessed towards this qualification.

OVERVIEW

The *CPC30211 Certificate III in Carpentry*, onsite RPL program offered by Master Builders is designed to formally recognise skills already gained through on-the-job carpentry related experience by a process called Recognition of Prior Learning.

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

Recognition of Prior Learning (RPL) is an assessment pathway that has been designed to acknowledge your full range of skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal and informal study, work experience, employment and other life experiences. Master Builders is committed to helping you get your experience recognised, irrespective of where and how your learning has taken place, which means fast-tracking your qualification.

ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- Minimum of three years full-time (or equivalent) carpentry-related experience in the construction industry (experience must be within the last 10 years)
- Valid White Card (general construction induction card)
- Currently working on active carpentry projects
- Must provide details of two referees to confirm your work history/experience. Referees must be a qualified/licenced tradesperson in carpentry and have worked with you for 12 months or more
- Achieve at least 80% accuracy in a short series of technical industry questions (which are included in your Application Form)

This program has been designed to meet part of the NSW Fair Trading criteria to apply for a Carpentry Contractor's Licence. Visit the NSW Fair Trading website for further information www.fairtrading.nsw.gov.au.

As this program is subsidised by NSW Government, fees can only be confirmed once we have received your application. To be eligible, you must also meet the following Smart and Skilled eligibility criteria:

- You live or work in NSW
- You are an Australian citizen or permanent resident or a humanitarian visa holder, or a New Zealand citizen
- You are no longer attending school
- You are at least 15 years old

Participants will require sufficient language, literacy and numeracy skills to be able to engage in the assessment and to perform workplace tasks such as calculating materials, interpreting building plans and specifications and recording work outcomes. If you require assistance please contact us to discuss the options available to you.

PROGRAM DESCRIPTION

CPC30211 Certificate III in Carpentry requires assessment of core units of competency that cover common skills for the construction industry, as well as a specialist field of work.

Industry requires that assessment for all units of competency be undertaken in a real or very closely simulated workplace environment.

REQUIRED PARTICIPANT RESOURCES

You are required to have:

- Photo ID (ie. drivers licence)
- A valid White Card
- Personal Protective Equipment (PPE) including steel cap work boots, hearing protection, eye protection and that all electrical tools and leads are tested and tagged

Master Builders requires that you have access to the following tools of the trade to perform the assessment tasks:

- cordless drill / driver (with type 2 driver bits)
- skill / drop saw
- bevel
- hand saw
- hammer
- chisels
- planes
- drill bits
- clamps
- marking out tools
- measuring tapes and rule
- saw stools
- spirit levels and squares (combination/tri)



APPLICATION

- You complete and submit the online application form and answer questions about your previous work history and experience, provide two referees to confirm your work history and experience, as well as answer a series of technical industry based questions
- We will email you:
 - Participant Handbook
 - Course Brochure
- We review your application and determine if you are suitable
- We email you the outcome of your application
- If you are invited to enrol, you will receive this via email

ENROLMENT

- You complete and submit the online enrolment form
- You provide us with your USI number
- You upload certified copies of your identification
- You provide payment for the enrolment fee
- We will email confirmation of your enrolment along with your Participant RPL Handbook, including your confirmed fees

RPL ASSESSMENTS

- You will work through answering a series of short answer questions which are to be submitted to your assigned assessor on the first site visit
- Your assessor will visit your worksite to observe you whilst you conduct practical tasks
- You will be guided to compile a portfolio of evidence
- If assessed as competent in all units of competency, you will progress to the Master Builders certification process for the CPC30211 – Certificate III in Carpentry

Gap training or further assessments will be advised on an individual basis through a plan provided by your assessor if required and may require attendance at additional training class sessions

CERTIFICATION

- The Master Builders RTO Quality team checks your assessments and evidence submitted through Panel Review processes
- If the Master Builders RTO Quality team is satisfied with your portfolio of evidence, you will be awarded the CPC30211 Certificate III in Carpentry
- If the Master Builders RTO Quality team is not satisfied with your portfolio of evidence and has determined that more evidence is required, you will be contacted by Master Builders to provide further evidence

RPL PROGRAM STRUCTURE

You will undertake assessment by participating in the RPL process, where your skills, knowledge and experience will be assessed by a Master Builders assessor. This will be done through knowledge questions, practical observations and a portfolio of evidence.

All practical assessments will be conducted at a worksite of your choice. Please note that approval for your assessor to come onsite by the site supervisor or builder is to be organised prior to the first visit and you will need to ensure that the required equipment for the practical tasks are available on the scheduled day for the practical assessment.

You will be required to complete this RPL program within a six (6) month timeframe.

In order to successfully achieve the Certificate III in Carpentry, participants must be assessed as competent in 30 units of competency.

In designing this RPL onsite process, Master Builders has identified a series of mandatory units of competency, which include all core units and a selection of elective units. Participants are then required to achieve a further six (6) selective units of competency.

The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY
Participants must undertake the following <u>mandatory</u> units:	
CPCCCA2002B	Use carpentry tools and equipment
CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground
CPCCCA2011A	Handle carpentry materials
CPCCCA3001A	Carry out general demolition of minor building structures
CPCCCA3002A	Carry out setting out
CPCCCA3003A	Install flooring systems
CPCCCA3004A	Construct wall frames
CPCCCA3005B	Construct ceiling frames
CPCCCA3006B	Erect roof trusses
CPCCCA3007C	Construct pitched roofs
CPCCCA3008B	Construct eaves
CPCCCA3023A	Carry out levelling operations
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1013A	Plan and organise work
CPCCCM1014A	Conduct workplace communication
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2001A	Read and interpret plans and specifications

CPCCCM2002A	Carry out excavation
CPCCCM2007B	Use explosive power tools
CPCCCM2008B	Erect and dismantle restricted height scaffolding
CPCCCM2010B	Work safely at heights
CPCCCO2013A	Carry out concreting to simple forms
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCSF2004A	Place and fix reinforcement materials

Participants are also required to undertake six (6) of the following selective units:

CPCCCA3010A	Install and replace windows and doors
CPCCCA3011A	Refurbish timber sashes to window frames
CPCCCA3012A	Frame and fit wet area fixtures
CPCCCA3013A	Install lining, panelling and moulding
CPCCCA3014A	Construct bulkheads
CPCCCA3015A	Assemble partitions
CPCCCA3016A	Construct timber external stairs
CPCCCA3017B	Install exterior cladding
CPCCCA3018A	Construct, erect and dismantle formwork for stairs and ramps

HOW WILL I BE ASSESSED?

Master Builders provides structured knowledge questions, opportunities for practical observations, and guidance to create and submit a portfolio of evidence. At the end of the RPL process, your assessor will provide you with a result before progression to the certification stage, and prescribe one of the following outcomes:

1. If you are assessed as 'competent' in all units of competency, you will progress to Master Builders certification stage for the CPC30211 Certificate III in Carpentry.
2. If you are assessed as 'not yet competent' in any of the units of competency you will be provided an individual plan for gap training and / or further assessment. In this plan, you will be advised what further experience you require or evidence of skills gained before you can proceed to the certification stage.

KNOWLEDGE QUESTIONS

Knowledge questions consist of short answer questions designed to be answered with either dot points, short pieces of information or a couple of sentences.

You will be required to complete the questions as specified in your Participant RPL Handbook and submit them to your assessor for review and assessment. These questions should be submitted to your assessor on their first visit to your worksite.

PRACTICAL OBSERVATIONS

You will be required to perform the following tasks for observation by your assessor (irrespective of if you can gather evidence):

- Set out and construct wall frames
- Set out and install ceiling frames
- Pitch a roof that will include a scotch valley, broken hip and valley and a gable
- Erect and dismantle a restricted height scaffold
- Construct and install a door jamb, hang a door and install architrave
- Frame up and fit out for a bathtub
- Install exterior FC weatherboards
- Demonstrate the use of an explosive power tool
- Set out a site for a small building
- Demonstrate the use levelling devices including a dumpy level

Your assessor will explain each task, and require you to demonstrate your performance of each task whilst they observe. While you are performing the task the assessor will make notes on your performance and will provide you with feedback and the result of their assessment.

PORTFOLIO OF EVIDENCE

Your ability to gather and compile a comprehensive portfolio of evidence is a crucial component to achieve your qualification through an RPL onsite pathway.

You will be required to compile evidence as guided by your assessor. This portfolio of evidence is explained in the Participant RPL Handbook.

ADDITIONAL PORTFOLIO EVIDENCE

Together with verified evidence of your work history, completed Self- Assessment and Supervisor Report, and your answers in the knowledge questionnaire, your assessor will gain clarity on how to best guide your compilation of your evidence portfolio.

Below is a general guideline for tasks that you will be required to gather evidence of having previously undertaken:

EXCAVATION, FORMWORK AND CONCRETING

Prepare subgrade and form up a slab on ground to a minimum of nine square metres and a minimum depth of 100mm without damaging services and incorporating an edge rebate and internal corner.

Place and tie reinforcement, place concrete and hand screed to a smooth finish.

FLOORING

Complete as a minimum one bearer and joist system constructed on a support system (stumps, posts or piers) to carry external walls and internal walls parallel to joists for a full sized home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 square metres).

Install a tongue and groove fitted strip flooring surface and an approved wet area floor system to a bathroom area.

Install a system of similar size as above with either a sheet or strip platform system.

ROOF TRUSSES

Set out and erect a roof comprising a minimum of one hip end, a valley and enough standard trusses to incorporate bracing for a full size roof.

LINING, PANELLING AND MOULDING

Complete lining one wall to a minimum of three metres by 2.4 metres, with sheet panelling including one opening.

Construct a pelmet with two return ends able to be fixed and removed upon completion.

Construct a raking mold using either an internal scribed or external mitre joint with tight fitting joints.

DEMOLITION

Removal of an external load bearing wall to form an opening of no less than three metres wide.

Your assessor can guide you through what you need to obtain to provide the necessary evidence for your portfolio based on your circumstances.

TRAINING QUALITY AND CERTIFICATION

Master Builders is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality and delivery of training and assessment and will be the organisation issuing an AQF certificate or statement of attainment to participants.

FEES

This program may be subsidised by the NSW Government Smart and Skilled initiative. If you are eligible for the government subsidy, your student fee will be determined by NSW Government. A general guide to fees for this qualification pathway is as follows:

If you do not hold a previous qualification	from \$1,495.00*
If you do hold a previous qualification	from \$1,790.00*
If you are not eligible for NSW Government subsidies	\$2,200.00 (member rate) / \$2,400 (non-member rate)

**Student fees will increase if you are assessed as 'not yet competent' by Recognition of Prior Learning in any unit/s of competency and are required to undertake classroom or distance based training and assessment. Fees may increase on a pro rata basis per unit of competency to a maximum of \$3,580.00.*

Payment of a \$1,000.00 enrolment fee is required upon enrolment, and remaining fees are due one month after program commencement. All participant fees are GST exempt. Upon successful enrolment, Master Builders will confirm your fee for this program.

Visit www.smartandskilled.nsw.gov.au to learn more about the Smart and Skilled program.

According to the Standards for RTOs 2015, at no stage will Master Builders charge more than \$1,500.00 in advance of services being provided.

APPLICATION PROCESS

Once you have read through this course brochure in detail and have established that you will be able to meet the entry requirements then you are ready to apply.

1. Read and understand the Course Brochure and Participant Handbook

2. Complete the online application form on the Master Builders website course page

* Master Builders will verify your work history by contacting your referees

* You will receive email advice regarding the outcome of your application

3. Review pre-enrolment documents, including fee structure, Participant Handbook and Scheduled Program

4. Gather certified copies of identification that can be uploaded online - Medicare Card, White Card, Drivers Licence

5. Obtain your USI (if you don't already have one)

6. Complete the online enrolment form and provide payment for the enrolment fee

7. Once your enrolment is confirmed, you will receive a confirmation email and your Participant RPL Handbook

OUR PARTNERS

Master Builders utilise the services of a third party in the advertisement and recruitment of participants into this program. Our partner is Trades Centre Australia. Contact details, Phone 02 8586 3559 and Email: skillassessment@mbansw.asn.au

WHY MASTER BUILDERS?

- ✓ Quality - we care about our industry
- ✓ Recognition - we are respected by the industry
- ✓ Affordability - we offer cost-effective courses

FOR MORE INFORMATION

-  02 8586 3559
 -  skillassessment@mbansw.asn.au
 -  www.skillassessment.com.au
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