



**Master
Builders
Association**
New South Wales

Kitchen, Bathroom and Laundry Renovation

ONSITE RECOGNITION OF PRIOR LEARNING (RPL)

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

KITCHEN, BATHROOM AND LAUNDRY RENOVATION

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 *Kitchen, Bathroom and Laundry Renovation*, 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 program.

OVERVIEW

The *Kitchen, Bathroom and Laundry Renovation* onsite RPL program is designed to formally recognise skills already gained through on-the-job Kitchen, Bathroom and Laundry Renovation related experience through 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.

ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- You must hold a current Contractor's Licence for Carpentry, Joinery, Plumbing and/or Wall and Floor Tiling
- Minimum of one year full-time (or equivalent) Kitchen, Bathroom and Laundry Renovation 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 projects
- Must provide details of two referees to confirm your work history/experience. Referees must be a qualified/licenced tradesperson in one of the above mentioned trades and/or Cabinet Making 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 Kitchen, Bathroom and Laundry Renovator Contractor Licence.

Visit the NSW Fair Trading website for further information www.fairtrading.nsw.gov.au.

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

The program Kitchen, Bathroom and Laundry Renovation includes a collection of nationally recognised units of competency. This course is for those who require training to gain a Kitchen, Bathroom, & Laundry Renovation licence from NSW Fair Trading. Upon successful completion of this course participants will be issued with a Statement of Attainment (SOA).

By attaining a Kitchen, Bathroom and Laundry Renovation licence you can expand your business by contracting licensed tradespeople to undertake work involved in the installation, refurbishment, restoration and on-site repairs to a kitchen, bathroom and/or laundry.

This excludes any work affecting internal or external load bearing components.

REQUIRED PARTICIPANT RESOURCES

You are required to have:

- Photo ID (ie. drivers licence)
- A valid White Card
- Personal Protective Equipment (PPE) which may include coveralls and head covering, gloves, eye and face protection, hearing protection, respiratory protection.

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

- | | |
|---|------------------------|
| • measuring tapes or rulers | • explosive fixing gun |
| • portable routers and trimmers | • supporting devices |
| • mallets | • cordless drill |
| • squares / bevels / chisels / planes | • power planers |
| • hand saws / power saws | • levels |
| • power drills and screwdrivers | • hoses |
| • pneumatic tools, compressor and spray equipment | • hammers |
| • clamps | • pincers |



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 Kitchen, Bathroom and Laundry Renovation Statement of Attainment
- *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 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 a Statement of Attainment in Kitchen, Bathroom and Laundry Renovation
- 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 Kitchen, Bathroom and Laundry Renovation course with Master Builders, you must be assessed as competent in six (6) units of competency.

CODE	UNITS OF COMPETENCY
MSFFM3005	Fabricate custom furniture
MSFFM3006	Install furniture products
MSFFM3011	Measure and draw site layout for manufactured furniture products
MSFFT4001	Coordinate on site installation of furnishing products
MSFFT4009	Match furnishing style/materials to customer requirements
MSFGN3002	Estimate and cost job

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 a Statement of Attainment in Kitchen, Bathroom and Laundry Renovation.
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):

- Match Furniture Style
- Construct Furniture
- Install Furniture
- Supervise Installation of Furniture

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.

TASKS

You will be required to complete a task as specified in your Participant RPL Handbook and submit them to your assessor for review and assessment.

- Estimate and Quote Job

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

Fees for this program are as follows:

Invoice Stage	Members	Non-Members
Enrolment – invoiced on receipt of enrolment forms and associated paperwork	\$1000.00	\$1000.00
Commencement – invoiced on completion of the first three (3) units of competency included in the program	\$800.00	\$1000.00
Grand Total	\$1,800.00	\$2,000.00

All fees are GST exempt.

According to the Standards for RTOs 2015, at no stage will Master Builders charge more than \$1500.00 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 and Participant Handbook
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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