



**Master  
Builders  
Association**  
New South Wales

# MSF31113 Certificate III in Cabinet Making

ONSITE RECOGNITION OF PRIOR LEARNING (RPL)

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C O U R S E   B R O C H U R E

✓ NATIONALLY RECOGNISED TRAINING

✓ SMART AND SKILLED

✓ RECOGNITION OF PRIOR LEARNING



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Builders  
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New South Wales

# MSF31113 CERTIFICATE III IN CABINET MAKING

## 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 *MSF31113 Certificate III in Cabinet Making*, 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 *MSF31113 Certificate III in Cabinet Making* onsite RPL program is designed to formally recognise skills already gained through on-the-job wall and ceiling lining 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, which means fast-tracking your qualification.

### ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- Minimum of three years full-time (or equivalent) cabinet making 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 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 Joinery Contractor's Licence. Visit the NSW Fair Trading website for further information [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

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

- You are at least 15 years old
- 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

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

*MSF31113 Certificate III in Cabinet Making* 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) 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 devices                               | • liquid containers                            |
| • levelling devices                               | • cabinet scrapers                             |
| • mallets   | • oil stone                                    |
| • squares / bevels / chisels / planes             | • power agitators                              |
| • hand saws / power saws / hand and power tools   | • abrasive papers                              |
| • power drills and screwdrivers                   | • hessian                                      |
| • pneumatic tools, compressor and spray equipment | • mortise gauges                               |
| • clamps  | • dovetail saws / tenon saws / coping saws     |
| • pincers   | • dowel jigs and power routers                 |
| • screwdrivers / hammers / spanners               | • fixing and joining devices                   |
| • jigs and fixtures                               | • materials handling equipment/lifting devices |
| • machine-specific tools                          | • glues and finishes                           |
| • screws, nails, bolts and wall plugs             | • static machines                              |
| • cabinets / cabinet components                   |  |



## 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 MSF31113 Certificate III in Cabinet Making
- *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 the MSF31113 Certificate III in Cabinet Making
- 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 Cabinet Making with Master Builders, you must be assessed as competent in twenty-eight (28) units of competency.

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 further selective units of competency for their chosen stream of specialisation, whether that is Furniture or Kitchens and Bathrooms.

CODE	UNITS OF COMPETENCY
<b>The Mandatory units for participants to undertake are:</b>	
CPCCWHS1001	Prepare to work safely in the construction industry
MSFFM2001	Use furniture making hand and power tools
MSFFM2002	Assemble furnishing components
MSFFM2003	Select and apply hardware
MSFFM2012	Set up, operate and maintain pressure and clamping machines
MSFFM3010	Prepare cutting list from plans and job specifications
MSFFM3012	Set up, operate and maintain sawing machines
MSFFM3013	Set up, operate and maintain drilling machines
MSFFM3014	Set up, operate and maintain joining machines
MSFFM3015	Set up, operate and maintain planing and finishing machines
MSFFM3016	Set up, operate and maintain multi-head planing and moulding machines
MSFFM3017	Set up, operate and maintain routing and shaping machines
MSFFM3024	Construct jigs and fixtures
MSFGN2001	Make measurements and calculations
MSFGN3001	Read and interpret work documents
MSFKB2001	Prepare for cabinet installation
MSFKB3002	Determine requirements for installation of cabinets
MSFKB3003	Check and measure fit of cabinets
MSFKB3004	Conduct on-site adjustments to cabinets and components

MSFKB3006	Install fitted cabinets and components
MSMENV272	Participate in environmentally sustainable work practices
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team
MSS402082	Apply cost factors to work practices
<b>For participants selecting to undertake the Furniture specialisation, they are required to undertake the following units in addition to the mandatory units:</b>	
MSFFF2004	Prepare surfaces for finishing
MSFFM2005	Join solid timber
MSFFM2006	Hand make timber joints
MSFFM3002	Construct furniture using leg and rail method
MSFFM3001	Construct chair and couch frames
<b>For participants selecting to undertake the Kitchen and Bathroom specialisation, they are required to undertake the following units in addition to the mandatory units:</b>	
MSFFM2010	Set up and operate basic static machines
MSFFM2011	Apply manufactured board conversion techniques
MSFKB3011	Plan kitchen and bathroom projects
MSFKB3005	Fabricate cabinets for the built-in environment

## 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 MSF31113 Certificate III in Cabinet Making
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):

- Jigs and Fixtures - select materials and construct a minimum of three (3) different types of jigs/fixtures
- Operate Machines - identify, set up, operate and maintain the machinery
- Cabinet Preparation - prepare the installation site for cabinet installation
- Cabinet Construction - construct a minimum of two furniture products
- Cabinet Installation - install cabinets in at least one kitchen, one bathroom and laundry
- Chairs and Couches - construct at least three significant chair and couch frames

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 guidance is explained in the Participant RPL Handbook.

## 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.

Smart and Skilled prices are subject to funding availability, fees and funding will be confirmed prior to enrolment.

A general guide to fees for this qualification pathway is as follows:

If you <b>do not</b> hold a previous qualification	from \$1,430.00*
If you do hold a previous qualification	from \$1,720.00*
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 \$1000.00 enrolment fee is required upon enrolment, and remaining fees are due one month after program commencement. All participant fees are GST exempt.

Visit [www.smartandskilled.nsw.gov.au](http://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 \$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](mailto:skillassessment@mbansw.asn.au)



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## WHY MASTER BUILDERS?

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

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## FOR MORE INFORMATION

-  02 8586 3559
  -  [skillassessment@mbansw.asn.au](mailto:skillassessment@mbansw.asn.au)
  -  [www.skillassessment.com.au](http://www.skillassessment.com.au)
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