



**Master  
Builders  
Association**  
New South Wales

# Kitchen, Bathroom and Laundry Renovation

ASSESSMENT WORKSHOP

—  
COURSE BROCHURE

✓ NATIONALLY RECOGNISED TRAINING

✓ RECOGNITION OF PRIOR LEARNING



**Master  
Builders  
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New South Wales

# KITCHEN, BATHROOM AND LAUNDRY RENOVATION

## TRAINING AND ASSESSMENT WORKSHOP

Master Builders Association of NSW (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meet endorsed industry standards. Pathways to qualifications include full training and assessment, assessment towards Recognition of Prior Learning (RPL) and gap training. 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 training and assessment workshop 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 qualification.

### OVERVIEW

The *Kitchen, Bathroom and Laundry Renovation* training and assessment workshop pathway is designed to provide training and guidance on the processes of managing and completing a construction project for the renovation of kitchens, bathrooms and/or laundries.

### 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 65% 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](http://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, or laundry.

## REQUIRED PARTICIPANT RESOURCES

You are required to bring:

- 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 will provide basic tools of trade. Master Builders recommends that you provide the following tools of the trade to perform the assessment tasks:

- bevel
- marking out tools
- type 2 driver bits

Master Builders will provide all other materials to enable you to complete practical tasks.



## 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 RPL Participant Handbook, including your confirmed fees

## ASSESSMENT WORKSHOPS

- You participate in structured assessment tasks for observation of your skills, and you are guided to compile a portfolio of evidence for assessment by attending two workshops :
  - Workshop One (two days)
  - Workshop Two (two days)
- 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
- *Further training and assessments will be advised on an individual basis through a plan provided by your assessor if required and may require attendance at additional classroom training 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

## PROGRAM STRUCTURE

You will undertake assessment by attending a specialised program held over four (4) days, over two (2) weekends, where your skills, knowledge and experience will be assessed by a Master Builders assessor. Assessment will be undertaken through knowledge questions, practical observations and a portfolio of evidence. All practical assessments will be conducted at Master Builders Education Centre in Baulkham Hills NSW.

The units of competency offered by Master Builders are:

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?

You will undertake various activities which demonstrate your skills, knowledge and experience on your assessment days scheduled. You also be required to collect evidence that you have gained skills on-site at work or a similar environment. You will subsequently be assessed through your performance of these activities to ensure that you meet the criteria and requirements for each unit of competency to a satisfactory level.

Master Builders provides structured knowledge questions, opportunities for practical observations, and guidance to create and submit a portfolio of evidence.

Throughout the four workshop days, your assessor will assess your knowledge and performance of practical tasks, 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 with 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 during each workshop as specified in your Participant RPL Handbook and submit them to your assessor for review and assessment.

## PRACTICAL OBSERVATIONS

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.

## 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	\$1,500.00	\$1,500.00
Commencement – invoiced on completion of the first three (3) units of competency included in the program	\$300.00	\$500.00
<b>Grand Total</b>	<b>\$1,800.00</b>	<b>\$2,000.00</b>

*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, 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 details for attendance

## 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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