



**Master
Builders
Association**
New South Wales

CPC30211 CERTIFICATE III IN CARPENTRY RECOGNITION OF PRIOR LEARNING (RPL)

COURSE INFORMATION BROCHURE

**TRAINING DEVELOPED
FOR THE INDUSTRY,
BY THE INDUSTRY**

✓ NATIONALLY RECOGNISED TRAINING

✓ SMART AND SKILLED

✓ RECOGNITION OF PRIOR LEARNING



Master Builders Association
New South Wales

CPC30211 CERTIFICATE III IN CARPENTRY



NATIONALLY RECOGNISED
TRAINING

ONSITE RECOGNITION OF PRIOR LEARNING (RPL)

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

This information 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 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.

ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- You have a minimum of three years full-time (or equivalent) carpentry-related experience in the construction industry (experience must be within the last 10 years)
- You have a valid White Card (General Construction Induction card)
- You are currently working on active carpentry projects
- You are able to 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
- You are able to answer at least 80% of the technical industry questions correctly during your application process.

This RPL pathway has been designed to meet part of the NSW Fair Trading criteria to apply for a Carpentry Contractor Licence. NSW Fair Trading have specific criteria in addition to this qualification. Visit the NSW Fair Trading website for further information www.fairtrading.nsw.gov.au.

This RPL pathway 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 the NSW Government.

Smart and Skilled prices are subject to funding availability. Fees and funding will be confirmed once we have received your successful application.

To be eligible, you must also meet the following Smart and Skilled eligibility 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.

RPL PATHWAY 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 accurately simulated workplace environment.

REQUIRED PARTICIPANT RESOURCES

Master Builders will provide you with RPL documentation and information required to complete your portfolio of evidence.

You will need a Laptop/iPad (or other electronic device) to access and complete the online assessment and portfolio of evidence.

On enrolment, you will be required to provide copies of:

- Photo ID (i.e. drivers' licence)
- A valid White Card

For your onsite assessment, you will be required to provide/have access to:

- Personal Protective Equipment (PPE) including steel cap work boots, hearing protection, eye protection, and that all electrical tools and leads are tested and tagged
- Tools of the trade, materials and equipment to perform the assessment tasks including:
 - 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)



STUDENT JOURNEY

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 review your application and determine if you are suitable
- We will 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
- You will receive access to complete an online industry quiz. The quiz provides valuable information for our trainer to tailor the course to suit your needs
- On completion of the quiz we will email confirmation of your enrolment including your confirmed fees, and online access to your assessment

RPL ASSESSMENTS

- You participate in structured assessment tasks, compile a portfolio of evidence or assessment and provide payment for your commencement fee (if applicable)
- On receipt of your documentation and commencement fee (if applicable), we will assign an assessor to review your submission and undertake a site visit
- Your fees must be paid in full for your assessment process to be completed.
- If assessed as competent in all units of competency, you will progress to the 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. This may require attendance at additional classroom training sessions or distance based learning and you will be advised of an adjustment in fees if applicable

CERTIFICATION

- The Quality Assurance team checks your assessments and evidence submitted through Panel Review processes
- If your portfolio of evidence complies with our Quality Assurance criteria, you will be awarded the CPC30211 Certificate III in Carpentry
- If the Quality Assurance checks determine additional evidence is required, you will be contacted by a Customer Service Representative to provide further evidence

RPL 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.

On receipt of your resources, you will be required to complete your RPL knowledge questions and portfolio of evidence within two (2) months and complete all remaining requirement of the RPL pathway within four (4) months.

All practical assessments will be conducted at a worksite of your choice. Please note, you will need to seek approval from the site supervisor or builder for our assessor to be on site. You will need to ensure that the required equipment for the practical tasks are available on the scheduled day for the practical assessment.

In order to successfully achieve the **Certificate III in Carpentry**, participants must be assessed as competent in thirty (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) elective units of competency.

The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY
Participants must undertake the following <u>mandatory</u> core and elective 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 and additional six (6) of the following elective 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?

KNOWLEDGE QUESTIONS

Knowledge questions consist of a bank of questions designed to be answered comprehensively.

You will be required to complete the questions as specified in your online assessment.

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 fibrous cement (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 outlined in the online assessment.

Below is a sample of 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.

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. A quote of applicable fees and funding will be provided prior to enrolment.

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

NSW Government Smart and Skilled Subsidy Indicative Pricing	
If you do not hold a previous qualification	from \$1,360
If you do hold a previous qualification	from \$1,620
Indicative Pricing without NSW Government Subsidy	
Master Builders Member Rate	\$2,200
Non-Member Rate	\$2,400

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.

Fees are invoiced under the follow payment structure:

Invoice Stage	Amount	Invoice Issued
Enrolment	Up to \$1,500 (not exceeding total course value)	On enrolment
Commencement	Remaining value if applicable (not exceeding total course value)	On release of online assessment

You will not be permitted to move from one assessment stage to the next until the accompanying fees are paid in full. All participant fees are GST exempt.

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.

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 3588



training@mbansw.asn.au



www.mbansw.asn.au/training
