



**Master  
Builders  
Association**  
New South Wales

A high-angle photograph of a construction site showing a grid of rebar on a concrete slab. Two workers are visible: one in a yellow high-visibility vest and blue cap on the left, and another in an orange high-visibility vest and blue cap on the right, using a long-handled tool to smooth the concrete. The scene is brightly lit, suggesting a sunny day.

# **CPC30318 CERTIFICATE III IN CONCRETING 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**  
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# CPC30318 CERTIFICATE III IN CONCRETING

## ONSITE RECOGNITION OF PRIOR LEARNING (RPL)



NATIONALLY RECOGNISED  
TRAINING

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 **CPC30318 Certificate III in Concreting**, 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 **CPC30318 Certificate III in Concreting** onsite RPL is designed to formally recognise skills already gained through on-the-job concreting 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 have a minimum of three years full-time (or equivalent) concreting-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 projects
- You must provide details of two referees to confirm your work history/experience. Referees must be a qualified/licenced tradesperson in concreting 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 Concreting Contractor Licence. Visit the NSW Fair Trading website for further information [www.fairtrading.nsw.gov.au](http://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 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

**CPC30318 Certificate III in Concreting** 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

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:
  - air compressors and hoses
  - automatic levels / laser levels / spirit levels
  - bevels / chisels / hammers
  - squares (combination/tri) / steel squares
  - pinch bars
  - power drills and power saws
  - plumb bobs
  - tarpaulins and covers
  - rakes/shovels/brooms
  - elevated work platforms (EWPs) / scissor lifts
  - long handled shovels
  - nail bags
  - measuring tape
  - mechanised dumpers
  - compressors, vibrators
  - concrete placing booms
  - scaffolding components
  - oxy acetylene setting and cutting attachments
  - pipe sections / structural steel sections
  - colourants / release agents / sealants/ mortar additives



- power tools - 240v power supplied electrically operated portable and static power tools and leads
- screeds:
  - air or petrol driven
  - laser
  - magnesium
  - mechanical
- edging tools
- trowels
  - frezno
  - magnesium trowels
  - ride-on trowelling machine with pans or blades
  - steel trowels
  - stick trowels
  - walk behind trowels



## 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 CPC30318 – Certificate III in Concreting

### 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 CPC30318 Certificate III in Concreting
- 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 Concreting**, you must be assessed as competent in twenty (20) units of competency. The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY
CPCCCA2003	Erect and dismantle formwork for footings and slabs on ground
CPCCCM1012	Work effectively and sustainably in the construction industry
CPCCCM1013	Plan and organise work
CPCCCM1014	Conduct workplace communication
CPCCCM1015	Carry out measurements and calculations
CPCCCM2001	Read and interpret plans and specifications
CPCCCM2006	Apply basic levelling procedures
CPCCCO2021	Handle concreting materials
CPCCCO2022	Select, check and maintain concreting plant, tools and equipment
CPCCCO3041	Place concrete
CPCCCO3042	Finish concrete
CPCCCO3043	Cure concrete
CPCCCO3053	Slump-test concrete
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCSF2004	Place and fix reinforcement materials
CPCCCO3035	Assess and specify concrete supply requirements
CPCCCO3036	Plan concrete work and brief team
CPCCCO3044	Carry out decorative finishes to concrete
CPCCCO3046	Repair and rectify concrete
CPCCCO3047	Cut and core concrete
CPCCCO3050	Carry out high performance concreting

## 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):

- complete levelling processes for at least two (2) different construction projects
- pour and finish concrete for five (5) separate slabs
- complete decorative finishes
- identify and apply the correct concrete repair method
- complete saw cutting of a construction joint
- cure 10 square metres of high-performance concrete

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.

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

#### Decorative Concreting

Complete decorative finishes to a minimum of 20 square metres of concrete

#### Concrete Repairs

Identify and apply the correct repair method and top coat to a minimum of one square metre of affected area for three minor repairs

Remove a section or whole defective area of concrete, cleaning and preparing the affected area and applying the necessary bonding

#### Cutting and Coring Concrete

Complete saw cutting of a construction joint to a minimum of 5 metres straight or to the set line

Core a hole in a designated surface, clear through a minimum of 100mm in depth

#### High Performance Concreting

Cure 10 square metres of high-performance concrete

## 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 <b>do not</b> hold a previous qualification	from \$1,470
If you do hold a previous qualification	from \$1,750
Indicative Pricing without NSW Government Subsidy	
Master Builders Member Rate	\$2,200
Non-Member Rate	\$2,400

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](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 \$1,500.00 in advance of services being provided.*





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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



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[www.mbansw.asn.au/training](http://www.mbansw.asn.au/training)

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