

# Shopfitting

## Certificate III in Shopfitting

### Recognition of Prior Learning

#### Assessment / Recognition

Assessment is based on a holistic recognition approach, this means that you need to provide a range of information from your existing workplace skills to prove to our assessors that you are competent to be awarded this qualification.

Information may be presented by a combination of written, oral and practical evidence. Applicants should be able to demonstrate you have work experience in the industry or related occupations.

#### Shopfitting Fees

Pre-Assessment  
**\$500**  
(deductible from final cost)

Fees valid to  
31 December 2013

**Building Industry  
Skills Centre**  
Nirimba College  
Eastern Road  
Quakers Hill NSW 2763  
Building T11  
Phone: 9208 7470  
Fax: 9208 7479

#### Licence Requirements

For licensing purposes, the making and installation of non-structural timber, timber composite or metal components or elements for buildings such as doors, windows, stairs, cupboards, built-in furniture (such as built-in wardrobes, entertainment units and the like), generally made off site and installed as a completed unit.

Works which can be considered as included in the class of Shopfitting:

- Aluminium shopfront
- Kitchen cupboards and installation

The NSW Office of Fair Trading issue contractor licence for Shopfitting and the current criteria for licensing is Certificate III in Shopfitting.

#### Assessment Process

- Complete an Application form and pay the appropriate fee for your portfolio assessment.
- You need to demonstrate your skills (competency) in the thirty (30) modules/units listed overleaf. Start the process by producing a portfolio (presented in a folder), submit your portfolio to the BISC and one of our assessors will contact you to organise an appointment. Our assessor will discuss the information you have supplied and advise you if further information is required.
- On completion of the portfolio assessment process our assessor will give you a detailed briefing on your assessment outcomes. You will be advised on any gap training required to complete the qualification. **(Fees apply)**
- You will be awarded the Certificate III in Shopfitting by TAFE NSW when all competencies have been successfully achieved.
- You are now ready to submit your qualification along with your licence application to the Office of Fair Trading for processing.
- **PLEASE NOTE:** In Regional areas of NSW assessments will be by negotiation.

# Shopfitting

Course 10227 - Certificate III in Shopfitting (CPC31811)

National Competency Modules

<b>Group 1</b>	<b>Compulsory Units</b>
CPCCCA3010A	Install and replace windows and doors
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
CPCCCM2004A	Handle construction materials
CPCCCM2005A	Use construction tools and equipment
CPCCCM2006A	Apply basic levelling procedures
CPCCJN3001A	Use static machines
CPCCJN3005A	Cut and install glass
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCSH2001A	Prepare surfaces
CPCCSH2002A	Use aluminium sections for fabrication
CPCCSH3001A	Set out and assemble cabinets, showcases, wall units, counters and workstations
CPCCSH3002A	Set out and fabricate shopfront commercial entries bulkheads and component fittings
CPCCSH3003A	Assemble and install shopfront commercial entries
CPCCSH3004A	Apply finishes
CPCCSH3005A	Apply and trim decorative finishes

**Group 1 - must complete all of (19) compulsory units**

# Shopfitting

Course 10227 - Certificate III in Shopfitting (CPC31811)

## National Competency Modules

<b>Group 2</b>	<b>Elective Units</b>
BSBSMB301A	Investigate micro business opportunities
BSBSMB406A	Manage small business finances
CPCCCA3001A	Carry out general demolition of minor building structures
CPCCCA3013A	Install lining, panelling and moulding
CPCCCA3014A	Construct bulkheads
CPCCCA3015A	Assemble partitions
CPCCCM2003B	Calculate and cost construction work
CPCCCM2007A	Use explosive power tools
CPCCCM2008A	Erect and dismantle restricted height scaffolding
CPCCCM2010A	Work safely at heights
CPCCCM3001B	Operate elevated work platforms
CPCCCO2013A	Carry out concreting to simple forms
CPCCJN3002A	Use computer-controlled machinery
CPCCJN3003A	Manufacture components for door and window frames and doors
CPCCPB3015A	Install acoustic and thermal environmental protection systems
CPCCSF2003A	Cut and bend materials using Oxy-LPG equipment
CPCCSH2003A	Apply and install sealant and sealant devices
CPCCWC3004A	Install suspended ceilings
LMFFM3006B	Install furnishing products
LMFFM3013B	Measure and draw site layout for manufactured furniture products
LMFFM3028B	Fabricate synthetic solid surface products
LMFFM3030B	Set up, operate and maintain CNC sizing machines
LMFFM3031B	Set up, operate and maintain CNC machining and processing centres

**Group 2 - must select any (11) elective units**

# Shopfitting

**Certificate III in Shopfitting  
Course 10227**

**Assessment Guide**



# INTRODUCTION TO THE COURSE

This work evidence and assessment recording pack is designed to help the assessment of candidates who are:

- Experienced workers – people with a number of years in the industry and who are well known by their employer

The pack comprises a number of forms that help to create the candidate's work evidence file for each unit within this qualification.

## USING THE PACK

As there are various forms to complete, please read through the forms and notes carefully to ensure that the appropriate person completes the correct component of each form.

## LICENCE REQUIREMENTS

The candidate must check and be aware of, the current technical and practical experience required by the Office of Fair Trading.

## ASSESSMENT PROCESS

- Stage 1** - You will need to submit this application package listing your experience and skills in Shopfitting. Copies of letters and reports from employers, group certificates, and relevant qualifications from TAFE etc will need to be attached.
- Stage 2** - A panel of assessors will determine if you are eligible to undertake theory and practical assessments at the Building Industry Skills Centre (BISC).
- Stage 3** - The extent of the assessments and any subsequent training will depend on your previous experience in the industry.
- Stage 4** - If you are assessed as being competent in all areas you will be awarded a Certificate III in Shopfitting.
- Stage 5** - If it is determined that you are not yet competent in some areas then you will be advised of any further training you will need to do.

# RECOGNITION INFORMATION

## What is recognition?

When you enrol in a TAFE NSW course, the skills and experience you have already gained can be assessed for credit against the qualification. If you have already demonstrated the skills and knowledge for part or most of the qualification, and have the evidence, you may complete your qualification in less time. This means your training can be focused on the skills you need to develop most. Qualifications gained through recognition have the same value as those gained through course work at TAFE NSW.

## There are four types of recognition in TAFE NSW

1. Recognition of prior learning (RPL)
2. TAFE NSW credit transfer
3. Pre-arranged recognition of prior learning
4. Mutual recognition

## How do I apply for recognition?

You need to decide what type of recognition you are applying for, gather the appropriate evidence and complete the relevant enrolment adjustment form.

You may apply for recognition of a single unit/subject or groups of units/subjects up to 100% of a qualification. You can apply at any time; however it is best to make your applications as early as possible after enrolment. You can use the self assessment information to prepare your application. This is available from the internet at <http://wsi.tafensw.edu.au/students/before/Recognition/> or from the teaching section.

## How are results for recognition reported?

If your application has been successful you will be provided with an updated transcript listing the units for which you have been granted recognition. This is usually reported on the transcript as an exemption.

## DO YOU HAVE...

**Relevant work experience** - Working in an occupation that is the same or similar to the TAFE NSW course, you have probably developed skills and knowledge, and completed on-the-job training that can be assessed for credit in the course.

**Relevant life experience** - You may be given credit for skills you have gained through life experience if these skills are assessed as relevant to your course e.g. community or school activities, working with committees, voluntary work or domestic responsibilities.

**A relevant TAFE NSW qualification** - TAFE NSW Credit Transfer is recognition of specified learning previously undertaken in TAFE NSW where the same or equivalent unit has been successfully completed.

**Qualifications from other Registered Training Organisations** - Pre-arranged RPL means there are mutual recognition arrangements between TAFE NSW and other training providers such as universities, schools and Adult Community Education (ACE) colleges to recognise and accept Australian Qualifications Framework (AQF) qualifications awarded by other registered training organisations.

**Overseas qualifications** - If you have overseas qualifications in the same or related field of study you may gain credit for up to 100% of the units in your TAFE NSW course.

# TYPES OF EVIDENCE GUIDE

The first step in the process to gain a qualification you are seeking is to provide a **portfolio** of your work history which should show evidence of your knowledge and skills to support your claim. Once the portfolio is received, it will be forwarded to the Assessing Officer to review and may contact with you.

Below are several ways you can provide evidence to show your skills and knowledge. It is recommended but not essential to provide two types of evidence in each category in your portfolio. **Please note: do not send originals documents, pictures or certificates and should be in hardcopy.**

**Documents**  
You can collect documents of:  
Photos and Sketched drawings or plans,  
Job descriptions,  
Quotations and Invoices,  
Job costing,  
Other relevant paperwork to show what you have done in life

**Certificates**  
Formal and informal qualifications can include Certificates  
Diplomas, Degrees,  
Statement of results and courses completed at work

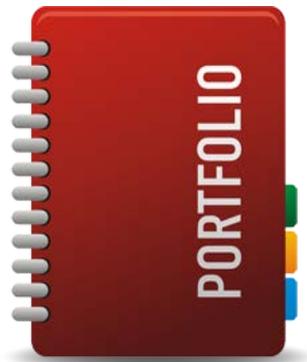
**Letter of Evidence**  
You can get letters of references from employers, people you have worked with (paid or unpaid) and community groups

**Diary / Journal**  
You can get letters of references from employers, people you have worked with (paid or unpaid) and community groups

**Email Evidence**  
Email communications that highlight in assistance provided and work activities

**Resume / Work History**  
A resume listing your work history and outlining key work responsibilities and summary of qualifications

**Records of Workplace Activities**  
You can use notes or reports you have made about work activities and completed work sheets



# HOW TO WORK THROUGH SELF-ASSESSMENT

Self-assessment is a great way to work through the recognition process. The process involves comparing your skills, qualifications and experiences with the competencies contained in the qualification that you are seeking RPL for.

## Self-assessment worksheet

The self-assessment worksheet is designed for you to match your evidence with the units of competency. Ask your assessor to explain the units of competency that you are trying to match. Use the unit descriptors and the assessor's explanation to trigger your thoughts about your prior learning, work experience or life skills that may match these units.

## Gathering evidence

Once you have decided which units/module you can match, you need to collect evidence of your prior learning and your current competencies.

The "Types of Evidence Guide" can assist you in collecting evidence. If possible, make an appointment with your assessor to discuss the evidence you will need to collect. Written evidence is only one form of evidence. Your assessor may check your current knowledge through oral or written questioning. You may be asked to demonstrate your practical skills. Your assessor can tailor the methods to suit your language and literacy levels, consistent with the requirements of the unit.

You can record your experiences and evidence you have collected on the self-assessment worksheet.

## Evidence – Tips for collecting your evidence

### 1. What is evidence?

Evidence is any material that supports your claim for recognition that you have achieved the knowledge, skills and attributes required in a unit.

Certified copies of original documents should be submitted not originals.

### 2. Documentation – a range of evidence is required when you apply for recognition, along with a summary table of how your evidence meets the unit requirements

You need to ensure that the full name of the organisation is provided for pre-arranged/mutual recognition, along with an official description of your previous study. This is usually listed in the course handbook.

If your name is different from that on your documents you will need to provide certified evidence of your change of name e.g. marriage certificate.

### 3. Examples of evidence

Examples of evidence may come from:

- Workplace records - job role, references, work activities, log books or work you have produced e.g. policies or publications

- Verification of achievements e.g. References from your employers, community group leaders or others you work with, either in writing or by telephone or email.
- A portfolio - this may be a collection of your diary/journal entries, your resume, letters, work activities, documents or reports, presentations and formal qualifications.

#### 4. Rules of evidence

Evidence must be:

- Relevant - to the units/modules or whole qualification – do not include information that is not relevant to the units or modules this only clutters your application.
- Sufficient - more than one form of evidence is required. This can be documentation and an interview with your assessors.
- Authentic - your documentation has been verified.
- Current - generally experience must be within the last 2- 5 years.

### EXAMPLE: SELF ASSESSMENT WORKSHEET

This worksheet may help you list your experience, skills and the evidence you have for each of the units or modules included in your RPL application. An example has been provided to get you started.

<b>Name:</b>				
<b>Course / Qualification:</b>				
<b>Unit</b>	<b>Qualifications</b>	<b>Work Experience</b>	<b>Life Experience</b>	<b>Evidence</b>
<i>Copy the description of the unit or module from the course</i>	<i>List relevant qualifications</i>	<i>Describe what you have done at work including activities/ projects/ duties</i>	<i>Describe membership of organisations, voluntary work, working in a business from home</i>	<i>List forms of evidence you have e.g. samples of work, photographs, letters, awards.</i>
using safe work practices	Nil	Workplace safety at work induction training set out procedures for safety at work	Nil	Letter from supervisor describing duties / Copy of induction training / copy of procedures from workplace

# YOUR RIGHTS AND RESPONSIBILITIES

**Candidates please read carefully your Rights and Responsibilities, sign on the last page and hand to your Assessor on the day of your assessment.**

## **Your Privacy and Personal Information Protection in TAFE NSW**

When you enrol at the BISC, the collection, storage, use and disclosure of the personal information you provide is protected under the *Privacy and Personal Information Protection ACT 1998*. Any information we ask you to provide will only be that which is necessary for the purposes of your course enrolment and assessment. We protect your personal and private information and will not disclose it without your approval.

## **Freedom of Information (FOI) – your right to access documentation**

*The Freedom of Information Act 1989* gives you the right to access many documents held by most government agencies, including TAFE NSW. Under the *Act* you are also able to ensure that records held concerning your personal affairs are not incomplete, incorrect, out of date or misleading.

## **Corrupt Behaviour and Intimidation**

BISC will not tolerate any type of behaviour that compromises the quality of assessment or endangers the health and safety of anyone. If you attempt to bribe, threaten or intimidate an assessor we will ban you from assessment and report you to the police.

If an assessor or any other BISC staff member attempts to extort money or behaves in a corrupt manner you should report this as soon as possible to the BISC Manager. We will deal with your report swiftly and confidentially.

## **Anti- discrimination**

Discrimination means treating someone less favourably because they happen to belong to a particular group of people. Many types of discrimination are against the law. It is unlawful to discriminate against people on the grounds of:

- Age (including compulsory retirement)
- Carer's responsibilities (caring or supporting a child or other immediate family member)
- Disability (including infectious diseases and HIV/AIDS)
- Homosexuality (gay or lesbian or someone who thinks you are gay or lesbian)
- Marital status
- Race (including colour, ethnic or ethno-religious background, descent or nationality)
- Sex (including sexual harassment or pregnancy)
- Who you are related to or who you are associated with

## **Vilification**

It is unlawful for a person to do anything publicly that could encourage or stir up hatred, serious contempt, or severe ridicule against you or others on the grounds of race, nationality, descent, ethnic or ethno-religious background, homosexuality, HIV/AIDS or transgender.

## **Complaints Policy**

If you have a problem with or complaint about TAFE NSW, you may report it to any staff member. They will record your concerns so that they can be dealt with confidentially and promptly. We suggest you see a staff member whom you have previously had contact with. You can also submit your complaint on a *Complaints Form*, available from the BISC.

## **Occupational Health and Safety**

During your assessment you must carry out your work safely, complying with the *Occupational Health & Safety Act 2000*, and any NSW environmental laws. Your assessor must stop your work if you break any regulations.

BISC understands that, since you are not yet a contractor, you may not be in control of the work site. Although the BISC assessor has no role in OH&S compliance at your workplace, except where your personal work is concerned, he/she may comment to others around you about their unsafe work. You, however, must work in a safe manner, even if others around you do not.

As you must comply with OH&S regulations, BISC requests that you consider the health and safety of your assessor when you select sites for your assessment. Your assessor has the right to refuse to enter or stay on a site for OH&S reasons.

For further information about Occupational Health and Safety:

- Visit a TAFE NSW library
- Ask your assessor
- Visit the WorkCover Authority website
- Read the policy for the NSW Department of Education and Training and TAFE NSW Commission

## **Refunds and Cancellations**

Cancellations advised in writing a minimum of seven (7) days prior to the commencement of the training or assessments are eligible for a full refund less a \$75.00 administrative fee.

All assessments must be completed within six (6) months from the date of initial enrolment. For cancellations of an assessment, course or training within seven (7) days no refunds are made unless you can provide a doctors certificate with an appropriate reason.

## **Conflict of Interest**

A conflict of interest occurs when a public official is in a position to be influenced, or appears to be influenced by private interests when doing their job. Occasionally there will be situations where a BISC assessor or administrative staff will have a conflict of interest with you, the candidate, if you are a relative, friend or colleague. Such conflicts should be brought to the attention of the BISC manager prior to undertaking a skills assessment.

## **Plagiarism and evidence declaration**

Plagiarism is against TAFE NSW policy and any type of plagiarism will void the candidate's assessment. The candidate will need to declare the best of their knowledge and belief, that this Portfolio of Evidence is entirely their own work.

In all cases where evidence presented is work shared with another individual this has been declared and their role has been specifically described in the portfolio.

The candidate warrants that the portfolio of evidence contains no plagiarism and that all information sources have been acknowledged.

### **Authority to record and publish**

For assessment evidence records, the candidate could be both photographed and/or videoed and/or sound recorded. This material will be archived and could be used for assessment, training and promotional purposes.

Assessment collection purposes the photographs and/or video of you and/or sound recording of your voice and/or quote your words could be used to examine the candidate's assessment performance and recalled for future training and assessment activities

Promotional purposes could include use photographs and/or video of you and/or sound recording of your voice and/or quote your words in some of its printed and/or electronic promotional material and/or for publication in the media.

By undertaking the assessment, the candidate has carefully read and clearly understood the below information, accepts and agrees and sign the consent form when enrolling for the assessment. This form is an agreement between you and TAFE NSW - Western Sydney Institute.

Candidate constants to the release of the following:

1. The Institute is authorised to use still or video images, sound recording or quotes obtained by interview from you for any TAFE NSW - Western Sydney Institute assessment evidence and promotional purposes including online and printed media and publications.
2. The Institute is authorised to reproduce images of you in black and white or colour and images may be altered/edited for design purposes.
3. You may or may not be consulted about the specific context and medium in which your images and/or comments are published.
4. The Institute is authorised to disclose information about your study choice.
5. Material will be stored for an indefinite time and disposed of securely.

TAFE NSW - Western Sydney Institute will not use this material for any other purpose than for assessment evidence, future assessment activities and the promotion and marketing of education and training and workforce development.

If you do not consent to the use of photographs and/or video of you and/or sound recording of your voice and/or quote your words, please contact the Building Industry Skills Centre (02) 9208 7470.

To be able to sign this release form you must be over 18 years of age. If you are not 18 years of age, the Institute requires the consent of a parent or guardian.

# RPL APPLICANTS PROFILE FORM

## GENERAL INFORMATION

PERSONAL DETAILS		
First Name:	Surname:	
Address:		
Suburb:	State:	Post Code:
Phone Number:		
Mobile Number:		
e-mail address:		
Driver's Licence Number :	Sighted (office use only):	
OH&S Workcover Site Induction Card Number:	Sighted (office use only):	

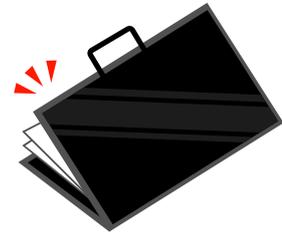
CURRENT WORK DETAILS		
Company / Employer:		
Address:		
Suburb:	State:	Post Code:
Phone Number:		
Alternate Number:		
Please attach letter of employment 		







# SELF-ASSESSMENT CHECKLIST



Are you are ready to hand in your portfolio. Have you provided the following evidence/documents in your folder?

Evidence	Candidate ✓
Two years of work history	<input type="checkbox"/> Yes <input type="checkbox"/> No
References from employers, clients or suppliers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos of 2 recent jobs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invoices/quotes from your jobs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Materials list to match quoted job	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plans or sketched drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safe Work Method Statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Australian Standards relating to your work	<input type="checkbox"/> Yes <input type="checkbox"/> No
WorkCover General Construction WHS White Card	<input type="checkbox"/> Yes <input type="checkbox"/> No
Formal and informal qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assessment Guide filled out	<input type="checkbox"/> Yes <input type="checkbox"/> No
TAFE Enrolment and Payment Advice Forms completed	<input type="checkbox"/> Yes <input type="checkbox"/> No

# EVIDENCE GUIDE

## SHOPFITTING ASSESSMENT

For all units, competency in the following critical aspects of evidence:

- Location, interpretation and application of relevant information, standards and specifications
- Compliance with site safety plan, OH&S regulations and State/Territory legislation applicable to workplace operations
- Compliance with organisational policies and procedures including quality requirements
- Communication and working effectively and safely with others

Critical aspects of evidence required to demonstrate competency in each unit is as follows:

### (19) COMPULSORY UNITS

#### **CPCCCA3010A - Install and replace windows and doors**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- install one standard window or glazed sliding door unit to specifications
- replace one standard window or glazed sliding door unit to specifications
- construct and fit one standard external rebated door jamb/frame to specifications
- fit and hang one standard door, including the door furniture and a pair of doors with door jambs to specifications.

#### **CPCCCM1012A – Work effectively and sustainable in the construction industry**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant construction industry information, standards and specifications
- comply with site safety plans and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- communicate and work effectively and safely with others
- explain to others scope, employment and economic importance of the construction industry
- locate and identify documentation on site employment conditions and source of these conditions
- set personal and team work goals and participate in site meetings
- respond to personal conflict situations
- identify personal development needs and apply learning to future work tasks
- follow workplace procedures according to instructions given and report information only at own level of responsibility, including:
  - complying with environmental/sustainability legislation, and organisational and procedural requirements relevant to specific daily responsibilities
  - use of tools, such as an inspection checklist to collect and measure relevant information on resource and energy consumption
  - participating in and supporting improved environmental use of resources
  - recognising efficiency processes involving work practices and reporting as required.

## **CPCCCM1013A Plan and organise work**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to plan and organise a variety of work activities. Evidence should be collected over a period of time in a range of general construction relevant contexts and include dealings with an appropriate range of situations.

## **CPCCCM1014A - Conduct workplace communication**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use communication equipment
- communicate and work effectively and safely with others
- interpret all signage accurately
- complete tasks successfully following instruction
- convey pieces of information to other workers accurately
- fill out workplace documents accurately
- frame questions at an on-site meeting in a range of contexts or occasions over time.

## **CPCCCM1015A - Carry out measurements and calculations**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools and equipment
- communicate and work effectively and safely with others
- complete measurements, calculations and determination of quantities for different projects of varying complexity in a range of contexts or occasions over time
- calculate each of the following using a realistic construction task or example:
  - length
  - perimeter
  - circumference
  - area
  - volume
  - number
  - ratio
  - percentage
  - conversion of metres to millimetres and millimetres to metres
  - measure using a rule or tape measure five separate tasks within 1mm accuracy

## **CPCCCM2001A - Read and interpret plans and specifications**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- communicate and work effectively and safely with others
- for a minimum of two different projects, read and interpret the project plans, including:
  - confirmation of amendment status and drawings confirmed 'for construction'
  - orientation of plans to the ground
  - six key features on both the plan and the site
  - confirmation of six items of information from the title block of the project plans
  - six construction dimensions, levels and locations from the project plans
  - six ancillary works dimensions, levels and locations from the project plans
  - for a minimum of two formal specifications, identify the dimensions, material requirements and processes to be followed.

### **CPCCCM2004A – Handle construction materials**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- safely handle, sort and stack varying lengths of timber, providing quick access and use
- safely move and stack a given quantity of sheet material
- safely handle other building and construction components and materials for one construction project.

### **CPCCCM2005A – Use construction tools and equipment**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- identify and select hand tools for given tasks
- safely use and maintain a minimum of rule, tape, square, hammer, hand saw, hand plane, chisel, shovel, wheelbarrow, sledge hammer, pick, mattock, crow bar
- and pinch bar for given tasks
- identify power and pneumatic tools, including electrical and compressed air safety, for a given task
- safely use and maintain a minimum of a:
  - power saw
  - electric plane
  - impact power drill
  - nail gun
  - impact hammer
  - generator compressor

### **CPCCCM2006A – Apply basic levelling procedures**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools and equipment

- communicate and work effectively and safely with others
- transfer levels and record differences in height on one project to job specifications using:
  - a spirit level and straight edge
  - levelling with water technique
  - laser levelling devices
  - optical levelling devices
- confirm accuracy of the readings taken for all above, including set-up and movement of device in two locations
- conduct a two peg test with an automatic level to confirm that instrument meets manufacturers' tolerances
- accurately record the results of each levelling procedure to organisational requirements

### **CPCCJN3001A – Use static machines**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to set up three separate types of machines for processing at least one of the materials listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace and machine operations
- comply with organisational policies and procedures, including quality assurance requirements within
- context of carrying out machining operations
- identify and appropriately apply manufacturer recommendations in use of machine
- identify and correctly apply guarding requirements in operating machine
- demonstrate correct setting up procedures for machine operations prior to use
- demonstrate correct start-up procedures for operation of machines
- demonstrate safe and effective operation of machine
- demonstrate correct shut-down and switch-off procedures on completion of machining operation
- clean and maintain machine correctly
- place or remove cutters and blades safely and correctly.

### **CPCCJN3005A – Cut and install glass**

A person who demonstrates competency in this unit must be able to set out and cut glass, providing evidence of the ability to:

- select and use appropriate processes, tools and equipment to carry out application tasks
- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within the context of glazing
- demonstrate sound techniques in selecting, handling and placing glass for cutting
- display sound and accurate techniques to set out glass or templates
- demonstrate sound and safe techniques to cut regular and irregular shaped glass and cut a hole in a glass panel
- communicate with others to ensure safe and effective workshop operations.

### **CPCCOHS2001A**

#### **Apply OHS requirements, policies and procedures in the construction industry**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- correctly locate, interpret and apply relevant information, standards and specifications
- comply with a site safety plan, organisational policies, OHS regulations and state and territory legislation applicable to workplace operations, including quality requirements
- correctly identify ACM and policies and procedures for reporting this to designated personnel
- effectively communicate and work safely with others
- apply general procedures for responding to incidents and reporting hazards and injuries
- select and use firefighting equipment to extinguish a simulated mechanical fire
- evacuate a site through simulated response to an emergency, complying with workplace procedures

### **CPCCSH2001A – Prepare surfaces**

A person who demonstrates competency in this unit must be able to prepare all surfaces listed in the range statement for finishing, providing evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to
- workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- prepare to specification a minimum of four surfaces:
  - one being a new gyprock surface
  - three being previously coated surfaces with one being an external timber surface, one an internal surface and one a metal or masonry surface.

### **CPCCSH2002A – Use aluminium sections for fabrication**

A person who demonstrates competency in this unit must be able to identify six and assemble four different types of aluminium extruded sections, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- display compliance with organisational policies and procedures, including quality assurance requirements
- within the context of aluminium fabrication
- identify designed purpose of six separate aluminium sections
- identify methods of joining different sections
- demonstrate sound and safe techniques in preparing component sections for joining
- demonstrate safe and effective application in the fitting and securing of four different types of construction joints
- display safe and effective handling applications to minimise opportunities for damage of material surfaces
- communicate with others to ensure safe and effective workplace operations.

### **CPCCSH3001A**

#### **Set out and assemble cabinets, showcases, wall units, counters and work stations**

A person who demonstrates competency in this unit must be able to select finishes, and fix and finish at least two types of decorative add-ons in two different materials listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within the context of applying decorative finishes
- identify four designed decorative or ornamental finishes to be applied in application projects
- identify and select required materials and components for project
- select and use appropriate processes, tools and equipment for application tasks
- appropriately and accurately set out materials and locate for placement
- adopt safe and effective handling procedures for movement and placement of materials and components

- safely and efficiently fix or secure two separate add- ons into place
- apply appropriate and efficient applications of at least two specified finishes
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workplace operations.

## **CPCCSH3002A - Set out and fabricate shopfront commercial entries bulkheads and component fittings**

A person who demonstrates competency in this unit must be able to prepare all components for manufacture of a shopfront, providing evidence of the ability to:

- demonstrate operational safety compliance with OHS
- regulations applicable to workplace operations
- apply organisational quality procedures and processes within context of assembling and installing a shopfront
- identify design, delivered assemblies, components, fittings and assembly diagram
- identify and select components and fittings to locations in assembled shopfront
- select and use appropriate processes, tools and equipment to assemble and install nominated unit
- demonstrate appropriate and effective applications to prepare opening to receive framework
- safely and efficiently assemble sections, components and fittings
- safely and efficiently install bulkhead into position
- safely and efficiently locate and install assembly into place
- safely and efficiently install components and fittings and, where applicable, check for designed operation
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workplace operations.

## **CPCCSH3003A – Assemble and install shopfront commercial entries**

A person who demonstrates competency in this unit must be able to prepare and assemble all components of a shopfront, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within context of setting out and fabricating a shopfront
- identify details and specifications of nominated shopfront to be set out
- accurately apply tools and equipment to set out and mark location of frame material thickness and components
- accurately apply measuring devices to read and record dimensions, plumb and level
- identify inconsistencies in dimensions, plumb and level recorded for notification to appropriate personnel
- identify and select prepared materials for components
- display sound procedures for the safe and accurate preparation of each component for assembling
- select and use appropriate processes, tools and equipment for assembling components
- demonstrate safe and efficient use of tools and equipment
- demonstrate sound techniques in the safe and efficient assembly of components to form framework for shopfront
- display sound and accurate fitting of component fittings to locations
- complete assembly free of scratches, dents and blemishes
- safely and efficiently disassemble components and fittings and identify for delivery and assembling instructions
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workshop operations.

## **CPCCSH3004A – Apply finishes**

A person who demonstrates competency in this unit must be able to apply finishes to all the surfaces listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within context of applying finishes to timber and aluminium surfaces
- identify designed finish and surface to be covered
- identify and select appropriate materials and applicators to apply three separate types of finishes
- select and use appropriate processes and safety requirements to prepare materials, application and area
- select and use appropriate personal protective equipment
- safely and effectively apply material to provide designed base coat
- safely and efficiently sand and prepare surface before coat applications, where applicable
- correctly and efficiently use applicators
- safely and effectively apply coats of three specified finishes to surfaces, free from blemishes
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workshop operations.

## **CPCCSH3005A – Apply and trim decorative finishes**

A person who demonstrates competency in this unit must be able to select finishes, and fix and finish at least two types of decorative add-ons in two different materials listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within the context of applying decorative finishes
- identify four designed decorative or ornamental finishes to be applied in application projects
- identify and select required materials and components for project
- select and use appropriate processes, tools and equipment for application tasks
- appropriately and accurately set out materials and locate for placement
- adopt safe and effective handling procedures for movement and placement of materials and components
- safely and efficiently fix or secure two separate add- ons into place
- apply appropriate and efficient applications of at least two specified finishes
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workplace operations.

# MUST SELECT ANY (1 1) ELECTIVE UNITS

## **BSBSMB301A – Investigate micro business opportunities**

Evidence of the following is essential:

- thorough investigation of business opportunities and ideas
- clearly identified products/services and customer information for each business idea
- thorough collection and analysis of market information and associated factors relating to business ideas
- knowledge of ethical and cultural requirements

## **BSBSMB406A – Manage small business finances**

Evidence of the following is essential:

- development, implementation and review of strategies for the ongoing management of finance
- maintenance of day-to-day financial management of the business as well as implementation of broad financial strategies
- knowledge of purpose of financial reports

## **CPCCCA3001A – Carry out general demolition of minor building structures**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools and equipment
- communicate and work effectively and safely with others
- set out a full size L shape building on a relatively level site to specifications.

## **CPCCCA3013A - Install lining, panelling and moulding**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- complete lining one wall to a minimum of 3 metres by 2.4 metres, with lining boards including one opening to specifications
- complete lining one wall to a minimum of 3 metres by 2.4 metres, with sheet panelling including one opening to specifications
- complete fitting profiled architraves to a minimum of one door or one window or a combination of both, with specified margins and tight fitting mitre joints
- complete cutting and fixing a profiled skirting with a minimum of one internal scribed joint and one external mitre joint with tight fitting joints
- complete scribing and mitring a Scotia, quad and colonial architrave with a minimum of one internal joint and one external mitre joint with tight fitting joints
- construct a pelmet with two return ends able to be fixed and removed upon completion
- construct a raking mould using either an internal scribed or external mitre joint with tight fitting joints.

## **CPCCCA3014A - Construct bulkheads**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- construct a segmental curved bulkhead a minimum of 3 metres in radius with a depth of 600mm to plumb, line and level and job specifications.

## **CPCCCA3015A - Assemble partitions**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- set out and assemble a minimum of 9 square metres of full height partitioning, including the set out of a corner which is internal/external and a T intersection, and include a window and door panel to square and plumb in accordance with job specifications.

## **CPCCCM2003B – Calculate and cost construction work**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications to the estimation and costing of work
- as a minimum, estimate and cost three varied jobs, including:
  - estimate quantities of material required
  - determine the types and amount of labour required to complete the work
  - estimate time required to complete the work
  - estimate overheads associated with the job
  - a written quotation/tender for each of the work requirements.

## **CPCCCM2007A – Use explosive power tools**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools and equipment
- communicate and work effectively and safely with others
- fix metal or timber to a steel, concrete or masonry base on one project of each to job specifications, including:
  - completion of stripping and assembly of the tool
  - completing log of serviceability
  - maintaining and cleaning
  - selecting charges and fasteners applicable to base material and material being fixed
  - misfire procedures
  - using attachments
  - complying with storage and security regulations and OHS requirements for the

- working environment
- selecting signage
- test fire

## **CPCCCM2008A – Erect and dismantle restricted height scaffolding**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- complete planning, erection and dismantling of a modular scaffolding system, in accordance with JSA and safe work method statements and regulations, including a minimum of:
  - three bays (one with a return)
  - one lift with ladder
  - fall and edge protection

## **CPCCCM2010A – Work safely at heights**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- select and use appropriate height access and fall protection equipment and work methods, including inspecting fall protection equipment, scaffold and fall barriers for faults
- apply knowledge of industry products to identify:
  - manual handling risks
  - types of lifting and support structures approved for use
- modify work activities to cater for variations in work site procedures, contexts and environment and use appropriate behaviour for safe work at heights
- use safe handling requirements, based on information provided, for equipment, products and materials.

## **CPCCCM3001A – Operate elevated work platforms**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- complete set up and operation of a range of EWPs as listed in the range statement, including all functions.

## **CPCCCO2013A – Carry out concreting to simple forms**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures including quality requirements
- safely and effectively operate and use tools, plant and equipment
- communicate and work effectively and safely with others

- prepare subgrade; erect formwork; cut, place and tie reinforcement; place and hand screed concrete for a slab of (4 square metres is recommended) and a minimum depth of 100mm to the required finished level and job specification.

### **CPCCJN3002A – Use computer-controlled machinery**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to produce two separate components using any of the materials listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- select and use appropriate processes, tools and equipment consistent with requirements of activity
- apply organisational quality procedures and processes within the context of operating computer-controlled machinery
- select and correctly apply program opening and shut- down procedures
- demonstrate correct procedures to provide data input to achieve requirements of job
- demonstrate sound procedures with machine operated through a reduced speed dry run to check functions and alarms
- produce products to design in accordance with job specifications and drawings
- communicate with others to ensure safe and effective workplace operations
- identify typical faults and problems that may occur and action required to rectify them.

### **CPCCJN3003A – Manufacture components for door and window frames and doors**

A person who demonstrates competency in this unit must be able to machine components for window and door frames, sashes and panelled doors, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within context of machining components for door and window construction
- select appropriate machines to carry out each process
- demonstrate safe and accurate setting up of each machine for each process
- operate each machine safely and efficiently to produce designed result
- demonstrate sound and accurate techniques to produce manufactured components for window and door frames, sashes and a panelled door to set-out design for each component
- identify typical faults and problems that occur and action required to rectify them
- communicate with others to ensure safe and effective workshop operations

### **CPCCPB3015A – Install acoustic and thermal environmental protection systems**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements
- safely and effectively operate and use tools, plant and equipment
- communicate and work effectively and safely with others
- complete not less than three installation tasks which cover acoustic and thermal protection systems, in accordance with regulatory requirements and related specifications

### **CPCCSF2003A – Cut and bend materials using oxy-LPG equipment**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply of relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures, including quality requirements

- safely and effectively use tools, plant and equipment
- communicate and work effectively and safely with others
- use both oxy-acetylene and LPG systems to cut to specification a range of bars up to and including 36mm
- heat and bend a minimum of three bars to specification including at least one 36mm bar

### **CPCCSH2003A – Apply and install sealant and sealant devices**

A person who demonstrates competency in this unit must be able to handle and use all the sealant materials and application devices listed in the range statement, providing evidence of the ability to:

- comply with OHS regulations and state and territory legislation applicable to workplace operations
- comply with organisational policies and procedures, including quality assurance requirements
- select and use appropriate processes, tools and equipment to carry out tasks
- adopt and carry out correct procedures prior to and during handling and application of materials
- demonstrate safe and effective operational use of tools and equipment
- demonstrate safe application in the process of cleaning up application area and cleaning equipment
- communicate with others to ensure safe and effective operations.

### **CPCCWC3004A – Install suspended ceilings**

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- locate, interpret and apply relevant information, standards and specifications
- comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- comply with organisational policies and procedures including quality requirements
- safely and effectively operate and use tools, plant and equipment
- communicate and work effectively and safely with others
- install a minimum of two suspended ceilings, including one exposed and one concealed type to specification.

### **LMFFM3006B – Install furnishing products**

- Interpret work order and locate and apply relevant information
- Follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, tools, equipment or products
  - maintain required production output and product quality
- Install four different and significant furnishing products, including at least:
  - one floor mounted, and
  - one wall mounted
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

### **LMFFM3013B – Measure and draw site layout for manufactured furniture products**

- Identify the factors relevant to the measurements and drawings
- Communicate effectively to enable accurate calculations, measurements and drawings
- Accurately measure and record particulars for required sector sites and materials
- Draw accurate, scaled plans and elevations relevant to the site using manual or computer-aided methods
- Superimpose the furniture product accurately to scale onto the plan and elevation
- Identify and communicate on measurements and dimensions which may impact on manufacture

and/or installation

### **LMFFM3028B – Fabricate synthetic solid surface products**

- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection processes to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment or products
  - maintain required production output and product quality
- Fabricate a minimum of three synthetic solid surface material products, including at least one full benchtop
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

### **LMFFM3030B – Fabricate synthetic solid surface products**

- Locate, interpret and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment or products
  - maintain required production output and product quality
- Identify, set up and operate CNC sizing equipment, including the use of safety cut-outs and guards, to product a range of complex cutting patterns to its full potential
- Conduct operator maintenance on the machine and related equipment
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

### **LMFFM3031B – Fabricate synthetic solid surface products**

- Locate, interpret and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection practices to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment or products
  - maintain required production output and product quality
- Identify, set up and operate CNC machining and processing centre equipment to complete detailed profiling, including:
  - development and application of sub-program
  - development and application of parametric program, and
  - application of CAD/CAM functions
- Conduct operator maintenance on the machining and processing centre equipment
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

## FURTHER ELECTIVE UNITS

Further elective units can be chosen. For further critical aspects of evidence requirements to demonstrate competency in any of the following units, please go to [www.training.gov.au](http://www.training.gov.au)

BSBADM307B – Organise schedules

CPCCA3004A – Construct wall frames

CPCCPD3026A – Apply stains and clear timber finishes

LMFFM3011B – Produce manual and computer-aided production drawings

# How to search for Units of Competency on www.training.gov.au website

**Example:** In the quick search box, **select and type** in unit of competency in the nationally recognised training search field box

**Quick search**

Organisation / RTO

Enter code or title

Include RTOs not currently registered.

Nationally recognised training

CPCCCA3018A

Include superseded data.

**Click search**

## Nationally recognised training search

Your search for CPCCCA3018A has returned 1 results. If you are unable to find an appropriate result try restricting your search criteria.

[Units of competency \(1 results\)](#)

**Click on Units of Competency (blue field)**

## Nationally recognised training search

Your search for CPCCCA3018A has returned 1 results. If you are unable to find an appropriate result try restricting your search criteria.

**Units of competency (1 results)**

Code	Title	Usage recommendation
<a href="#">CPCCCA3018A</a>	Construct, erect and dismantle formwork for stairs and ramps	Current

Displaying items 1 - 1 of 1

**Click on the (blue) Code number field link**

## Unit of competency details

[Export displayed page to PDF](#)  
[Notify me of changes](#)

### CPCCCA3018A - Construct, erect and dismantle formwork for stairs and ramps

#### Summary

Code: CPCCCA3018A  
Title: Construct, erect and dismantle formwork for stairs and ramps  
Release: 1  
Release status: **Current**  
Usage recommendation: **Current**  
Parent training package: [CPC08 - Construction, Plumbing and Services Training Package](#)  
Delivery: [Find RTOs approved to deliver this unit.](#)

#### Release history

Release	Status	Release date	Download content
1	Current	19/05/2011	<a href="#">Word, 450.94 KB</a> <a href="#">PDF, 164.68 KB</a>

**Click on word document in the download content field**

# CANDIDATE PRACTICAL AND THEORY EQUIPMENT AND REQUIREMENTS

Assessments can take place either at Nirimba College or Onsite depending on the type of assessment.

## NIRIMBA COLLEGE ASSESSMENT

- Onsite assessment are conducted at the Building Industry Skills Centre, Nirimba College, Eastern Road, Quakers Hill in Building T11(Colebee St)
- Assessments are conducted between the hours of 8:00am and 4:30pm on the nominated date.
- Please arrive 15 minutes before assessment start time for sign in, administration and site specific induction.
- Late arrivals maybe excluded from the assessment and will not receive a refund. (Administration office hours (9:00am to 4:30pm))
- Assessment will conclude if the following occurs
  - If the candidate completes all assessment tasks assigned within the period.
  - Major breach of OH&S.
  - Candidate is assessed unlikely to complete task within the allotted time
  - Or as outlined in the Candidate rights and responsibilities
- The candidate will need to ensure that they have the equipment to complete the practical assessment tasks such as:
  - PPE (please note that all equipment must comply with the Australian relative standards)
  - Eye protection, this must be worn at all times in the workshop and when using equipment required for safe operation (as most assessment are done indoors clear glasses are advisable)
  - Protective clothing where necessary such as broad brim hat, gloves, chemical proof overalls etc
  - Ear protection
  - Steel cap footing (steel cap not to be seen) to be worn at all times in the workshop and when engaged in practical assessment tasks
  - Your own tools both hand and power with the exception of high pressure water washer and explosive power tool if required.
  - All 240 volt tools and power leads must be tagged and comply with Australian standards
  - If you are required to complete an assessment that requires you to hang a door you will need to supply you own lock set to suit a 34mm door
- All materials for the practical assessment will be supplied with the exception of nails gun fasteners and door lock set ( you can use your own fastener provide that they comply with Australian standard codes and practices

- The following original documents must be provided before assessment task place or copies sighted by justice of the peace with original signature
  - If you are eligible for recognised prior learning (RPL) all original certificates and trade license if required such as TAFE transcripts, certificate, diplomas, forklift etc.
  - Drivers licence
  - Current OHS induction card

## ONSITE ASSESSMENT

- Onsite assessments are conducted at the agreed location between the candidate and the BISC assessor with the following requirements.
- Location to be within Sydney Metropolitan area unless special arrangement.
- Assessments are conducted between the hours of 8:30am and 3:30pm on the nominated day/s.
- All site assessment must be of commercial or residential paid customer site and not the candidates home, family or friend. A job quote or order document will need to be provided on the day of assessment.
- If the onsite assessment is cancelled less then 24hrs notice or the candidate is not available at the start time of the assessment, the candidate will need to arrange and pay for another assessment. Please note the BISC can cancel the onsite assessment at anytime.
- Assessment will conclude if the following occurs:
  - If the candidate completes all assessment tasks assigned within the period.
  - Major breach of OH&S.
  - Candidate is assessed unlikely to complete task within the allotted time.
  - Or as outlined in the candidate Rights and Responsibilities.
- Candidate will need to seek approval from the site manager and/or their client that an assessment will take place on the nominated day/s with an assessor onsite.
- If site specific induction is required for the assessor, this will need to be advised in advance and if any costs and or additional time are incurred this will be at the candidate cost.
- The site must be comply with all OH&S requirements.
- The site must provide enough technical variation for the assessor to inspect and challenge the candidate.
- As some assessments require a theory and or oral challenge test, the site must provide a safe and reasonably quiet, clean and sheltered area from the elements. Candidate should allow a minimum of 2 to 4 hours uninterrupted time. This will depend on the type of assessment.
- The candidate will need to ensure that they have the equipment and materials to complete the practical assessment tasks such as:

- PPE (please note that all equipment must comply with the Australian relative standards)
  - Eye protection, as per onsite requirements or when using equipment required for safe operation.
  - Protective clothing where necessary such as broad brim hat, gloves, chemical proof overalls etc
  - Ear protection.
  - Steel cap footing (steel cap not to be seen)
  - Candidate is to provide their own tools both hand and power.
  - All 240 volt tools/equipment and power leads must be tagged and comply with Australian standards.
- Materials required to progress the job/task.
  - The following original documents must be provided before assessment task place or copies sighted by justice of the peace with original signature
    - If you are eligible for recognised prior learning (RPL) all original certificates and trade license if required such as TAFE transcripts, certificate, diplomas, forklift etc.
    - Drivers licence
    - Current OHS induction card.

## EVIDENCE REVIEW

Recognition of prior learning outcomes (both Granted and Not granted) are now funded nationally and as such will be included in National AVETMISS units. NCVET have stipulated evidence recording requirements for RPL assessments as a minimum requirement for passing an AVETMISS audit. The following "Evidence Review" proforma has been approved by NCVET as covering AVETMISS audit requirements for RPL recorded outcomes. It also gives you an opportunity to track a student's assessment progress at a glance. It is expected that this "Evidence Review" summary sheet (or similar) would be attached to each participant's evidence compiled during the RPL assessment process.

*(Place a tick in the appropriate evidence collection method column for each unit of competency. Place a line through those units not examined as part of this RPL assessment)*

Unit Code	Unit Title	Questions	Practical	Documents	3 <sup>rd</sup> Party Report	Other Evidence	Results

<b>Compulsory Units</b>	Must complete <b>ALL</b> to be eligible for qualification						
CPCCCA3010A	Install and replace windows and doors						
CPCCCM1012A	Work effectively and sustainable 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						
CPCCCM2004A	Handle construction materials						
CPCCCM2005A	Use construction tools and equipment						
CPCCCM2006A	Apply basic levelling procedures						
CPCCJN3001A	Use static machines						
CPCCJN3005A	Cut and install glass						
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry						
CPCCSH2001A	Prepare surfaces						
CPCCSH2002A	Use aluminium sections for fabrication						
CPCCSH3001A	Set out and assemble cabinets, showcases, wall units, counters and workstations						
CPCCSH3002A	Set out and fabricate shopfront commercial entries bulkheads and component fittings						
CPCCSH3003A	Assemble and install shopfront commercial entries						
CPCCSH3004A	Apply finishes						
CPCCSH3005A	Apply and trim decorative finishes						

<b>Unit Code</b>	<b>Unit Title</b>	<b>Questions</b>	<b>Practical</b>	<b>Documents</b>	<b>3<sup>rd</sup> Party Report</b>	<b>Other Evidence</b>	<b>Results</b>
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<b>Elective Units</b>	<b>Must complete any 11 to be eligible for qualification</b>						
BSBSMB301A	Investigate micro business opportunities						
BSBSMB406A	Manage small business finances						
CPCCCA3001A	Carry out general demolition of minor building structures						
CPCCCA3013A	Install lining, panelling and moulding						
CPCCCA3014A	Construct bulkheads						
CPCCCA3015A	Assemble partitions						
CPCCCM2003B	Calculate and cost construction work						
CPCCCM2007A	Use explosive power tools						
CPCCCM2008A	Erect and dismantle restricted height scaffolding						
CPCCCM2010A	Work safely at heights						
CPCCCM3001B	Operate elevated work platforms						
CPCCCO2013A	Carry out concreting to simple forms						
CPCCJN3002A	Use computer-controlled machinery						
CPCCJN3003A	Manufacture components for door and window frames and doors						
CPCCPB3015A	Install acoustic and thermal environmental protection systems						
CPCCSF2003A	Cut and bend materials using Oxy-LPG equipment						
CPCCSH2003A	Apply and install sealant and sealant devices						
CPCCWC3004A	Install suspended ceilings						
LMFFM3006B	Install furnishing products						
LMFFM3013B	Measure and draw site layout for manufactured furniture products						
LMFFM3028B	Fabricate synthetic solid surface products						
LMFFM3030B	Set up, operate and maintain CNC sizing machines						
LMFFM3031B	Set up, operate and maintain CNC machining and processing centres						

**Results are recorded for individual results as:**

AC = assessed competent

NYC = not yet competent

NA = not assessed

**Number of units granted: AC**

**Assessor's Name:**

**Student's Name:**

**Assessor's Signature:**

**Student's Signature:**

**Date:**

**Date:**