

Structural Landscaping

Certificate III in Landscape Construction

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.

Structural Landscaping 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

Work involved in the construction of pergolas and the like, cabanas and other non-habitable shelters, driveways, paths and other paving and retaining walls not associated with dwelling construction, as well as the construction or installation of ornamental ponds, water features and other structural ornamentation, the construction of which requires development consent. (The holder of such a class of contractor licence may also contract to do specialist work of water plumbing – urban irrigation. However, such work must be done by the holder of an appropriate specialist work endorsed contractor licence or supervisor certificate.)

In addition to the above definition, the holder of the structural landscaping class may engage in the work of fencing (see separate definition) as the competencies required to be displayed under the Australian Qualifications Framework administered by the Australian National Training Authority for acknowledgment as a qualified structural landscaper require, amongst other matters, competence in fencing.

Assessment Process

- Complete an Application form and pay the appropriate fee for your portfolio assessment.
- You need to demonstrate your skills (competency) in the fifteen (15) 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 Landscape Construction qualification 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.

Structural Landscaping

Course 19960 - Certificate III in Landscape Construction
(AHC30910)

National Competency Modules

Group 1	Compulsory Units
AHCBUS402A	Cost a project
AHCDRG301A	Install drainage systems
AHCLSC301A	Set out site for construction works
AHCLSC302A	Construct landscape features using concrete
AHCLSC303A	Construct brick and/or block structures and features
AHCLSC305A	Construct stone structures and features
AHCLSC306A	Implement a paving project
AHCLSC307A	Implement a retaining wall project
AHCOHS301A	Contribute to OHS processes
AHPCPM302A	Provide information on plants and their culture
AHCPGD301A	Implement a plant establishment program
AHCSOL302A	Construct a soil profile

Group 1 - must complete all (12) compulsory units

Group 2	Elective Units
AHCARB201A	Apply a range of treatments to trees
AHCARB202A	Fell small trees
AHCARB203A	Perform above ground pruning
AHCARB204A	Undertake standard climbing techniques
AHCARB205A	Operate and maintain chainsaws
AHCARB206A	Undertake stump removal
AHCCHM303A	Prepare and apply chemicals
AHCCHM304A	Transport, handle and store chemicals
AHCIRG203A	Install micro-irrigation systems
AHCIRG302A	Install irrigation systems
AHCLSC201A	Assist with landscape construction work
AHCLSC202A	Construct low-profile timber or modular retaining walls
AHCLSC203A	Install aggregate paths

Group 2 - No more than 3 units may be completed (continued over page)

Group 2	Elective Units (Certificate III in Landscape Construction)
AHCLSC205A	Install tree protection devices
AHCLSC304A	Erect timber structures and features
AHCLSC308A	Install metal structures and features
AHCLSC309A	Install water features
AHCLSC401A	Supervise landscape project works
AHCMOM203A	Operate basic machinery and equipment
AHCNSY201A	Pot up plants
AHCNSY202A	Tend nursery plants
AHCNSY203A	Undertake propagation activities
AHCNSY204A	Maintain indoor plants
AHCOHS201A	Participate in OHS processes
AHCPCM201A	Recognise plants
AHCPCM202A	Collect, prepare and preserve plant specimens
AHCPCM303A	Identify plant specimens
AHCPCM401A	Recommend plants and cultural practices
AHCPGD201A	Plant trees and shrubs
AHCPGD202A	Prepare and maintain plant displays
AHCPGD203A	Prune shrubs and small trees
AHCPGD204A	Transplant small trees
AHCPGD205A	Prepare a grave site
AHCPGD206A	Conduct visual inspection of park facilities
AHCPMG301A	Control weeds
AHCSOL201A	Determine basic properties of soil and/or growing media
AHCTRF201A	Assist with turf construction
AHCTRF202A	Prepare turf surfaces for play
AHCTRF203A	Renovate grassed areas
AHCTRF204A	Support turf establishment
AHCTRF302A	Establish turf
AHCWRK208A	Provide information on products and services
AHCWRK209A	Participate in environmentally sustainable work practices
AHCWRK305A	Coordinate work site activities
AHCWRK313A	Implement and monitor environmentally sustainable work practices
BSBSMB406A	Manage small business finances
CPCCCM2001A	Read and interpret plans and specifications
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

Group 2 - No more than 3 units may be completed (continued over page)

Group 2	Elective Units (Certificate III in Landscape Construction)
CPC CST2004A	Lay stone
CUV CRS04B	Produce technical drawings
FPI COT2221B	Trim and cross cut felled trees
FPI FGM2208A	Fall trees manually (basic)
FPI FGM3204A	Fall trees manually (intermediate)
FPI HAR2206A	Operate a mobile chipper/mulcher

Structural Landscaping

**Certificate III in
Landscape Construction
Course 19960**

**2013
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 Structural Landscaping. 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 Landscape Construction.
- 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

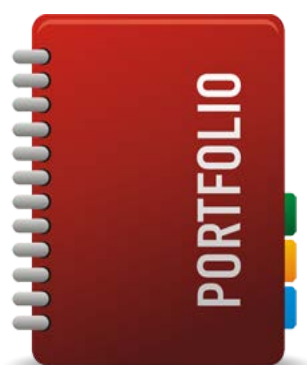
Letter of Evidence
You can get letters of references from employers, people you have worked with (paid or unpaid) and community groups

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.

Name:				
Course / Qualification:				
Unit	Qualifications	Work Experience	Life Experience	Evidence
<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

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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.

Workplace Health and Safety (WHS) (formerly Occupational Health and Safety – OHS)

During your assessment you must carry out your work safely, complying with the *Workplace Health & Safety Act 2011*, 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 WHS 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 WHS 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 WHS reasons.

For further information about Workplace 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.

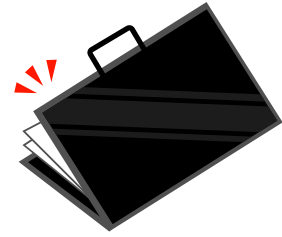
RPL APPLICANTS PROFILE FORM

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):	
WHS 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

STRUCTURAL LANDSCAPING 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, WHS 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:

(12) COMPULSORY UNITS

AHCBUS402A - Cost a project

Competence in costing a project requires evidence that a person is able to obtain current prices for required resources, calculate costs and present a summary of project costs that provides for cost effective project outcomes. The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- identify resources for a project
- investigate options for material supplies, services, contractors and consultants
- research prices for required resources
- calculate costs for the project
- document a summary of project costs.

AHCDRG301A - Install drainage systems

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- interpret site specifications and drainage system plans
- prepare for installation activities
- set out, survey, test and excavate the installation site
- measure materials
- set out drainage system works
- install and test the drainage system
- level and align earthworks.

AHCLSC301A - Set out site for construction works

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- interpret site plans and specifications
- locate and mark out position of construction works
- establish datum point and survey benchmarks on site
- take and verify site levels.

AHCLSC302A - Construct landscape features using concrete

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- interpret site plans and specifications
- set out and prepare a site for receipt of concrete
- pour, set and finish concrete
- check quality of work and clean-up site.

AHCLSC303A - Construct brick and/or block structures and features

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- interpret site plans and specifications
- set out and prepare a landscape construction site
- construct landscape structures
- check quality of work and clean-up site.

AHCLSC305A - Construct stone structures and features

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- interpret plans and specifications
- prepare the site and install drainage systems
- construct stone work with correct mortar ratio
- set out base for paving.

AHCLSC306A - Implement a paving project

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- determine project requirements from plans
- organise work and use tools and equipment for paving project
- conduct a site hazard identification and risk control assessment
- set out and prepare paving site according to plan specifications
- implement a paving project
- clean up, store and maintain associated tools, machinery and equipment.

AHCLSC307A - Implement a retaining wall project

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- set out and prepare site according to plan specifications
- establish survey benchmarks
- excavate and profile soil levels
- install and assemble components of a retaining wall
- use tools and equipment for retaining wall projects
- verify completed works meet the design plan and specifications.

AHPCCM301A - Contribute to OHS processes

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- work in accordance with workplace procedures in hazard identification and risk control
- carry out safe practices during work operations
- participate in arrangements for maintaining the health and safety of all people in the workplace

AHCPCM302A - Provide information on plants and their culture

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- confirm client brief and request for information
- consider the growing environment (soil, climate and aspect, pests and diseases, and weed competition)
- incorporate client aims and preferences into developing options for plantings
- provide recommendations on plantings and/or plant treatments, with supporting information, to the client

AHCPGD301A - Implement a plant establishment program

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- determine plant establishment methods and requirements from plans, clients quotations or instructions.
- interpret planting plans and specifications for a planting project
- inspect quality of supplied plants and take appropriate action
- conduct a site hazard identification and risk control assessment
- undertake planting work, review the work and take remedial action where required.

AHCSOL302A - Construct a soil profile

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- determine construction requirements from plans
- survey and create working plans for construction sites
- excavate earthworks and establish working and finished levels
- install drainage and sub-surface irrigation components
- install sustainable soils and growing media
- implement a construction project.

NO MORE THAN (3) ELECTIVE UNITS (STRUCTURAL LANDSCAPING)

For further knowledge and skills for evidence requirements to demonstrate competency in any of the following units, please go to www.training.gov.au

- AHCARB201A - Apply a range of treatments to trees
- AHCARB202A - Fell small trees
- AHCARB203A - Perform above ground pruning

- AHCARB204A - Undertake standard climbing techniques
- AHCARB205A - Operate and maintain chainsaws
- AHCARB206A - Undertake stump removal
- AHCCHM303A - Prepare and apply chemicals
- AHCCHM304A - Transport, handle and store chemicals
- AHCIRG203A - Install micro-irrigation systems
- AHCIRG302A - Install irrigation systems
- AHCLSC201A - Assist with landscape construction work
- AHCLSC202A - Construct low-profile timber or modular retaining walls
- AHCLSC203A - Install aggregate paths
- AHCLSC205A - Install tree protection devices
- **AHCLSC304A - Erect timber structures and features**
- AHCLSC308A - Install metal structures and features
- **AHCLSC309A - Install water features**
- **AHCLSC401A - Supervise landscape project works**
- AHCMOM203A - Operate basic machinery and equipment
- AHCNSY201A - Pot up plants
- AHCNSY202A - Tend nursery plants
- AHCNSY203A - Undertake propagation activities
- AHCNSY204A - Maintain indoor plants
- AHCOHS201A - Participate in OHS processes
- AHPCPM201A - Recognise plants
- AHPCPM202A - Collect, prepare and preserve plant specimens
- AHPCPM303A - Identify plant specimens
- AHPCPM401A - Recommend plants and cultural practices
- AHCPGD201A - Plant trees and shrubs
- AHCPGD202A - Prepare and maintain plant displays
- AHCPGD203A - Prune shrubs and small trees
- AHCPGD204A - Transplant small trees
- AHCPGD205A - Prepare a grave site
- AHCPGD206A - Conduct visual inspection of park facilities
- AHCPMG301A - Control weeds
- AHCSOL201A - Determine basic properties of soil and/or growing media
- AHCTRF201A - Assist with turf construction
- AHCTRF202A - Prepare turf surfaces for play
- AHCTRF203A - Renovate grassed areas
- AHCTRF204A - Support turf establishment

- AHCTRF302A - Establish turf
- AHCWRK208A - Provide information on products and services
- AHCWRK209A - Participate in environmentally sustainable work practices
- AHCWRK305A - Coordinate work site activities
- AHCWRK313A - Implement and monitor environmentally sustainable work practices
- BSBSMB406A - Manage small business finances
- CPCCCM2001A - Read and interpret plans and specifications
- CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry
- CPC CST2004A - Lay stone
- CUVCRS04B - Produce technical drawings
- FPICOT2221B - Trim and cross cut felled trees
- FPIFGM2208A - Fall trees manually (basic)
- FPIFGM3204A - Fall trees manually (intermediate)
- FPIHAR2206A - Operate a mobile chipper/mulcher

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.

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.

Code	Title	Usage recommendation
CPCCCA3018A	Construct, erect and dismantle formwork for stairs and ramps	Current

Displaying items 1 - 1 of 1

Unit of competency details

[Export displayed page to PDF](#)
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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	Word, 450.94 KB PDF, 164.68 KB

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 WHS 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 WHS 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 WHS 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. NCVER 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 NCVER 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 rd Party Report	Other Evidence
Compulsory Units	Must complete ALL to be eligible for qualification					
AHCBUS402A	Cost a project					
AHCDRG301A	Install drainage systems					
AHCLSC301A	Set out site for construction works					
AHCLSC302A	Construct landscape features using concrete					
AHCLSC303A	Construct brick and/or block structures and features					
AHCLSC305A	Construct stone structures and features					
AHCLSC306A	Implement a paving project					
AHCLSC307A	Implement a retaining wall project					
AHCOHS301A	Contribute to OHS processes					
AHCPCM302A	Provide information on plants and their culture					
AHCPGD301A	Implement a plant establishment program					
AHCSOL302A	Construct a soil profile					

Unit Code	Unit Title	Questions	Practical	Documents	3 rd Party Report	Other Evidence
Elective Units	Must complete minimum 3 units to be eligible for qualification					
AHCARB201A	Apply a range of treatments to trees					
AHCARB202A	Fell small trees					
AHCARB203A	Perform above ground pruning					
AHCARB204A	Undertake standard climbing techniques					
AHCARB205A	Operate and maintain chainsaws					

AHCARB206A	Undertake stump removal					
AHCCHM303A	Prepare and apply chemicals					
AHCCHM304A	Transport, handle and store chemicals					
AHCIRG203A	Install micro-irrigation systems					
AHCIRG302A	Install irrigation systems					
AHCLSC201A	Assist with landscape construction work					
AHCLSC202A	Construct low-profile timber or modular retaining walls					
AHCLSC203A	Install aggregate paths					
AHCLSC205A	Install tree protection devices					
AHCLSC304A	Erect timber structures and features					
AHCLSC308A	Install metal structures and features					
AHCLSC309A	Install water features					
AHCLSC401A	Supervise landscape project works					
AHCMOM203A	Operate basic machinery and equipment					
AHCNSY201A	Pot up plants					
AHCNSY202A	Tend nursery plants					
AHCNSY203A	Undertake propagation activities					
AHCNSY204A	Maintain indoor plants					
AHCOHS201A	Participate in OHS processes					
AHPCPM201A	Recognise plants					
AHPCPM202A	Collect, prepare and preserve plant specimens					
AHPCPM303A	Identify plant specimens					
AHPCPM401A	Recommend plants and cultural practices					
AHCPGD201A	Plant trees and shrubs					
AHCPGD202A	Prepare and maintain plant displays					
AHCPGD203A	Prune shrubs and small trees					
AHCPGD204A	Transplant small trees					
AHCPGD205A	Prepare a grave site					
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CPC CST2004A	Lay stone					
CUVCRS04B	Produce technical drawings					
FPICOT2221B	Trim and cross cut felled trees					
FPIFGM2208A	Fall trees manually (basic)					
FPIFGM3204A	Fall trees manually (intermediate)					
FPIHAR2206A	Operate a mobile chipper/mulcher					

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: