

**Industry Curriculum Information Guide**

**Construction**

**CPC20211 Certificate II in Construction Pathways (Release 3)**

**NESA Course:** [**Construction Stage 6**](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/construction-syllabus)

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### Introduction

Vocational education and training (VET) courses form an integral part of the Higher School Certificate (HSC). It is widely recognised that these courses perform a significant role in preparing students for a successful transition from school to work. Schools have ensured through sustained commitment that HSC VET is valued by industry, further education and the community.

The continuation of these high quality vocational education opportunities for students in Catholic schools is dependent on the successful implementation of the [VET Quality Framework](http://www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html) which includes the [Standards for](http://www.comlaw.gov.au/Details/F2014L01377) [Registered Training Organisations 2015](http://www.comlaw.gov.au/Details/F2014L01377).

The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced.

This guide contains information that is essential to ensuring the delivery of high quality VET in the Higher School Certificate. Through the implementation of quality assurance requirements in this guide, schools will ensure that they are implementing education and training that is valued and recognised by industry and complies with the VET Quality Framework.

### Using the Information Guide

Schools delivering units of competency in Construction course must have access to specific resources/equipment for delivery and assessment of the qualification. Students must have sufficient access to the specified resources/equipment to enable them to acquire and demonstrate competency.

The resources/equipment listed for each unit of competency are required to deliver and assess that unit. Resources/equipment may be accessible either on-site (at school) or off-site (including while the student is on work placement). Where access to resources/equipment is off site a suitable access arrangement must be documented and recorded in [Checklist 2](#_bookmark2) in this document.

Where relevant, the range statement in a unit of competency contains a complete list of resources and equipment required to be addressed in student learning. The actual resources and equipment which must be used and assessed against are set out in the critical aspects of evidence in each unit.

*All resources/equipment selected* ***MUST*:**

* comply with RTO policy and procedures
* be appropriate to the unit of competency being assessed and the circumstances of the assessment.

**All resources/equipment lists are to be read in conjunction with**

[**The Construction, Plumbing and Services Training Package CPC08 Release 9.1**](http://training.gov.au/Training/Details/CPC08)

**Please note that links directly to** [**the**](http://training.gov.au/)[National Register of VET](http://training.gov.au/Home/Tga) (**TGA**) **have been provided for ALL units of competency in this guide for quick and easy reference for schools, as well as bookmarks within the document related to the specific assessment environments.**

NSW Education Standards Authority (NESA) [Construction Curriculum Framework Stage 6 Syllabus](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/construction-syllabus)

Equipment Safety in Schools database (ESIS) #

Advice about high risk construction work listed in ESIS under Construction Work #

* WHS Safety Alert No 3 – Ladder Use
* DoE Safety Alert 19 Working at Heights ^
* WHS advice on Chemical Safety in Schools ^

# Information about access to information from ESIS and the Chemical Safety in Schools materials developed by Department of Education is available in the Resource of this document.

# NOTE: The DET Equipment Safety in Schools Database (ESIS) in Catholic Schools.

The Construction ICIG refers throughout to the DET Equipment Safety in Schools Database (ESIS). This database outlines the OHS usage controls that apply to government schools.

Catholic schools rely on advice from diocesan or school OHS experts, and are not bound directly by the ESIS database. However, NSW WorkCover has advised that Catholic schools must take ESIS into account when formulating their OHS policies.

Catholic schools do not have access to the ESIS database, though negotiations to make this available are taking place. However, DET has provided written extracts from ESIS relevant to the Construction ICIG, and these are provided electronically in PDF format to the Diocesan VET Advisors.

The usage controls for any tools and equipment marked with an asterisk \* should be checked on the ESIS appendix and diocesan /school OHS lists prior to use in Catholic schools.

The following list of tools, equipment and resources should have usage controls checked in the Appendix A prior to use in schools.

Please check the usage controls for any other tools and equipment about which you are unsure prior to use in schools.

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| **Units of competency** | **Tools Equipment and Resources** |
| CPCCCM1015A Carry out measurements and calculations | * laser equipment * string level |
| CPCCCA2011A Handle carpentry materials | * wheelbarrows * hand tools * formwork material |
| CPCCCA2002B Use carpentry tools and equipment | * power saw * electric plane * impact power drill * nail gun * compressor * generator * pneumatic driven |
| CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground | * air compressors and hoses * laser levels * nail guns * power drills * power saws * power leads |
| CPCCSP2003A Prepare surfaces for plastering | * power grinders * power sanders * ladders (see WHS Safety alert No 3 – Ladder Use) * elevated work platforms. (See WHS Safety alert No 19   [– Working at heights](https://detwww.det.nsw.edu.au/adminandmanage/ohands/safety_alert/index.htm)) |
| CPCCWF2001A Handle wall and floor tiling materials | * wheelbarrows * ladders (see WHS Safety alert No 3 – Ladder Use) * elevated work platforms (See WHS Safety alert No 19   [– Working at heights](https://detwww.det.nsw.edu.au/adminandmanage/ohands/safety_alert/index.htm))   * pallet jacks * scaffolding (see WHS Safety alert No 19 - Working at [heights](https://detwww.det.nsw.edu.au/adminandmanage/ohands/safety_alert/index.htm)) * concrete mixers |
| CPCCWF2002A Use wall and floor tiling tools and equipment | * wet and dry diamond saws * beating machines * concrete mixers * grouting machines * plant and equipment, including: * small compressors * power tools, including: * power drills * small generators. |
| CPCCCM2004A Handle construction materials | * wheelbarrows * Preparation of materials for mechanical handling by equipment such as: * Note: Students are not required to use these pieces of plant and equipment but to prepare for materials only. * scaffolding (See [WHS Safety alert No 19 – Working at heights](https://detwww.det.nsw.edu.au/adminandmanage/ohands/safety_alert/index.htm)) * pallet jacks |

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| CPCCCM2006B Apply basic levelling procedures | * laser level |
| CPCCCO2013A Carry out concreting to simple forms | * wheelbarrows |
| CPCCBL2001A Handle and prepare bricklaying and blocklaying materials | * forklifts * pallet trolleys * scaffolding * concrete mixers * masonry saws * wheelbarrows |
| CPCCBL2002A Use bricklaying and blocklaying tools and equipment | * cement mixer * jig saw * masonry saws * wheelbarrows * circular saws * elevators * materials hoists * scaffolds * small petrol or diesel engines, compressors or mixers. |
| CPCCJN2001A Assemble components | * air compressor and hoses * nail guns * hand tools |
| CPCCJN2002A Prepare for off-site manufacturing process | * angle grinders * planer/jointer (fixed) or buzzers * circular saws * compressors * docking saws * drop saws * guillotines * metal cutting saws * thicknessers * trolleys |

### Common resources for all units of competency

***Some resources/equipment are required for ALL units. They are listed below.***

The following resources and equipment must be available and contextualised for delivery of ALL units of competency:

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| * current and relevant WHS legislation, regulations and codes of practice |
| * materials and equipment relevant to following WHS sustainability and environmental policies and practices including organisation/company bulletins/memos, site safety management plan, security fencing, lockable gates, security lighting, screens and hoardings, as appropriate, Material Safety Data Sheets (MSDS), job safety analysis (JSA)/safe work method statements (SWMS), fire safety equipment. |
| * specifications and work instructions related to the unit of competence including manufacturer/organisation/site guidelines, policies and procedures, work schedules, job sheet/plans/specifications and work instructions, diagrams/sketches/maps. |
| * relevant quality assurance regulations including Building Code of Australia (BCA), Australian Standards, advice from regulatory authorities, internal company policy and standards, workplace operations and procedures and manufacturers’ specifications. |
| * appropriate signage relating to hazard identification, emergency information (exits, equipment and first aid), regulations regarding prohibited, mandatory or restricted activities, on-site traffic and other appropriate warning signs and symbols. |
| * school sustainability and environmental policies and practices particularly relevant to the construction industry including waste management, noise, dust, vibration, clean-up management, stormwater management. |
| * personal protective equipment (PPE) required under legislation/codes of practice and workplace policy/practices and appropriate to the task. |
| * awareness of relevant information on resource and energy consumption, efficiency processes involving work practices and reporting and improved environmental use of resources in relation to construction work. |

***Personal protective equipment (PPE)***

Teachers must ensure that students are wearing personal protective equipment **appropriate to the task being undertaken or the unit of competency being assessed**. Please note that all PPE must meet Australian Standards.

Appropriate PPE includes but is not limited to:

* + steel cap footwear – predominantly leather upper
  + high visibility vests (limit time worn in hot weather)
  + approved hard hat/cap
  + Approved eye protection/safety glasses/goggles
  + gloves appropriate for the task e.g. for chemical hazards, physical handling, thermal hazards
  + hearing protection e.g. ear muffs/plugs
  + dust mask/respirator
  + sun protection

## Important note regarding Electrical Safety

All electrical tools and equipment must have a current electrical safety tag and should be operated through portable/fixed earth leakage circuit breaker (ELCB)/residual current device (RCD). All cables must be rated for length and load requirements appropriate for the task. SafeWork NSW requires that all electrical leads be placed on stands. An assessment must be made regarding the availability of enough stands for any job to be undertaken.

### Assessment environment, equipment and resources

**Context of and specific resources for assessment**

The construction, plumbing and services industries have determined the assessment requirements for:

* **Environments** – where the unit **must** be assessed
* **Equipment** – what large and small equipment **must** be used
* **Workplace documentation** – what types of workplace resources and documents **must** be available
* **Interaction with customers, team members and other people** – who **must** be involved.

Contextualised requirements are often prescribed in the ‘Context of and specific resources’ section of each unit of competency. It is not, however, always possible to provide extensive lists of large and small equipment at unit level. Many units will include this or a similar statement:

An operational industry environment with the fixtures, large and small equipment and workplace documentation defined in the Assessment Guidelines.

The following tables provide details of the **mandated resource requirements for this training package**.

Industry acknowledges that not all businesses will have the complete range of specified resources. In this case RTOs should partner with industry businesses to provide access.

**Licensing requirements**

A number of occupations and job roles covered by the units of competency and qualifications in CPC08 Construction, Plumbing and Services Training Package may be subject to state and territory licensing requirements. These requirements vary significantly across jurisdictions.

There are 13 specific units of competency agreed by all work health and safety (WHS) regulators and the Australian Safety and Compensation Council (ASCC) as meeting certain licensing categories. These units of competency include:

* The unit CPCCOHS1001A Work safely in the construction industry aligned at Certificate I meets the requirement for the National Code of Practice for Induction for Construction Work (ASCC 2007)
* 12 high risk work licensing units of competency that support the implementation of the National Standard for Licensing Persons Performing High Risk Work (ASCC, April 2006) and these are identified as licensing competencies in the unit code and unit descriptor.

Note: CPSISC advises that references to OHS will be progressively updated in this and future versions of CPC08 content to reflect the legislated change in the term from occupational health and safety (OHS) to work health and safety (WHS).

### Resources, Equipment & Assessment Information

[***CPC20211 Certificate II Construction Pathways***](http://training.gov.au/Training/Details/CPC20211)

##### Core units of competency for the qualification

Units of competency held by teachers that have undertaken the VET Teacher Training Program

# Prerequisite for [GIT (General Construction Induction Training) card](http://www.workcover.nsw.gov.au/licensing/Licencesandcertificates/Pages/ConstructionInductionCertificate.aspx) (White card)

The unit of competency below is mandatory for the HSC; can be imported from CPC10111 Certificate I in Construction as an elective in the latest version of CPC20211 qualification.

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| [**CPCCOHS1001A Work safely in the construction industry**](http://training.gov.au/Training/Details/d4ac5fe7-593d-4c2b-85d5-e30c2563cf23) |
| **Prerequisite unit:** No. |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  Evidence must confirm personal awareness of the following:   * applicable WHS legislative and safety requirements for construction work including duty of care * the range of common construction hazards and procedures for the assessment of risk and application of the hierarchy of control * WHS communication processes, information and documentation including the role of WHS committees and representatives, the meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries * general procedures for responding to incidents and emergencies including evacuation, first aid, fire safety equipment and PPE. |
| **Environment:** N/A (see suggested training package assessment methods below): Assessment methods may include more than one of the following:   * practical assessment * oral questioning * written test * work-based activities * simulated project based activity |
| **Equipment/Workplace Documentation:**  Resources must be available to support the program including participant materials and other information or equipment related to the skills and knowledge covered by the program.  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the nature of the project/task and to the critical aspects of evidence. |
| **Other resources**  Support materials appropriate to the activity including but not limited to:  **General Construction Induction Training resources** available on the QMS (Quality Management System) at <https://qmsveis.info/login.php> |
| **Interaction with customers, team members and other people:**  Designated WHS personnel includes:   * WHS committee members * WHS representatives * supervisors |

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| [**CPCCCM1012A Work effectively and sustainably in the construction industry**](http://training.gov.au/Training/Details/CPCCCM1012A) |
| **Prerequisites:** No |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  **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 WHS 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 |
| **Environment*:***  ***Realistic tasks or simulated tasks*** covering the mandatory task requirements.  This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.  Assessment of essential underpinning knowledge will usually be conducted in an off-site context. Assessment is to comply with relevant regulatory or Australian standards' requirements. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence.** |
| **Interaction with customers, team members and other people:** Yes. Work group members include:   * coach or mentor * employee representative * peers, work colleagues, team, enterprise and other members of the organisation * supervisor or manager |

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| [**CPCCCM1013A Plan and organise work**](http://training.gov.au/Training/Details/CPCCCM1013A) |
| **Prerequisites:** No. |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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. |
| **Environment:** This unit of competency could be assessed in the ***workplace or a close simulation of the workplace*** environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  Resource implications for assessment include:   * an induction procedure and requirement * realistic tasks or simulated tasks covering the mandatory task requirements * relevant specifications and work instructions * tools and equipment appropriate to applying safe work practices * support materials appropriate to activity * workplace instructions relating to safe work practices and addressing hazards and * emergencies procedures sheet * material safety data sheets * research resources, including industry related systems information.   The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence.** |

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| [**CPCCCM1014A Conduct workplace communication**](http://training.gov.au/Training/Details/CPCCCM1014A) |
| **Prerequisites:** No. |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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, WHS 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. |
| **Environment:**  This unit of competency could be assessed in ***the workplace or a close simulation of the workplace environment***, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence.**  Resource implications for assessment include:   * an induction procedure and requirement * realistic tasks or simulated tasks covering the mandatory task requirements * relevant specifications and work instructions * tools and equipment appropriate to applying safe work practices * support materials appropriate to activity * workplace instructions relating to safe work practices and addressing hazards and emergencies * safety data sheets and signage * research resources, including industry related systems information Reasonable adjustments for people with disabilities. |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited or not yet risk assessed in ESIS:   * telephones (including mobiles) * email * facsimile * internet * two-way radios |
| **Interaction with customers, team members and other people:** Yes.  Communication with other includes contractors, co-workers, supervisors, the public, trainers. |

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| ***Construction Industry Curriculum Information Guide (02/16) CPC08 V9.1*** |

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| [**CPCCCM1015A Carry out measurements and calculations**](http://training.gov.au/Training/Details/CPCCCM1015A) |
| **Prerequisites**: No. |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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, WHS 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 |
| **Environment:**  This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence.**  Resource implications for assessment include:   * an induction procedure and requirements for its delivery * realistic tasks or simulated tasks covering the mandatory task requirements * relevant specifications and work instructions * tools and equipment appropriate to applying safe work practices * support materials appropriate to each proposed activity * workplace instructions relating to safe work practices and addressing hazards and emergencies * material safety data sheets * research resources, including industry related systems information. Reasonable adjustments for people with disabilities |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * calculators and laser equipment * rulers * tape measures * trundle wheel * string level * dumpty level |

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| [**CPCCCM2001A Read and interpret plans and specifications**](http://training.gov.au/Training/Details/CPCCCM2001A) |
| **Prerequisites**: No. |
| Critical aspects for assessment and evidence required to demonstrate competency:  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, WHS 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. |
| **Environment:**  This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence.** |
| **Other resources**  Support materials appropriate to the activity may include:   * construction plans * cross-sectional plans * dimensions and notes * illustrations * longitudinal plans * project specifications * site plans * scale rule * symbols and abbreviations * structural detail and specification providing illustrations and dimensions. * material specification sheets |

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| [**CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction**](http://training.gov.au/Training/Details/e05a8275-0fc9-48d1-9e4a-acc8fc6cf37f)[**industry**](http://training.gov.au/Training/Details/e05a8275-0fc9-48d1-9e4a-acc8fc6cf37f) |
| **Pre requisite unit:** No. |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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, WHS 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 fire fighting equipment to extinguish a simulated mechanical fire * evacuate a site through simulated response to an emergency, complying with workplace procedures. |
| **Environment:**  This unit of competency could be assessed in the **workplace or a close simulation of the workplace environment**, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence.** |
| **Other resources**  Support materials appropriate to the activity including but not limited to:   * General WHS Induction Training for Construction Work resource * policies and procedures for reporting hazardous materials (including asbestos-containing materials - ACM) to designated personnel. <https://detwww.det.nsw.edu.au/assetmanagement/safecomp/asbestosf.htm> |
| **Interaction with customers, team members and other people:** Yes.  Designated personnel to be contacted in case of an emergency, accident, fire or to report a rick such as identification of ACM are:   * designated safety officers, determined by the enterprise, who have undertaken specific safety response training * managers or other senior personnel * personnel competent and/or licensed in the safe * handling of asbestos * supervisors. |

### CPC20211 Certificate II Construction Pathways Elective Units

Assessment of these units requires that the candidate have access to all tools, equipment, materials and documentation indicated below. The content and resource requirements of all units of competency in the elective units are available in the [CPC08 - Construction, Plumbing and Services Training Package](http://training.gov.au/Training/Details/CPC08) at [www.training.gov.au.](http://www.training.gov.au/)

**Elective units - Carpentry field of work**

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| [**CPCCCA2011A Handle carpentry materials**](http://training.gov.au/Training/Details/CPCCCA2011A) |
| **Pre requisite unit:** CPCCOHS2001 Apply OHS requirements, policies and procedures in the construction industry |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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 WHS 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 * 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 carpentry components for one carpentry project. |
| **Environment:**  This unit of competency could be assessed in the ***workplace or a close simulation of the workplace environment***, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence:**   * 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 **carpentry components** for one carpentry project.   **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * banders * hammers * pallets * pinch bars * tin snips * wheelbarrows\*. * Other resources * Materials appropriate to the work application may include: * bricks and concrete masonry units * concrete components * glass * insulation * joinery units * metal sheeting * paints and sealants * plaster or fibre cement sheeting * reconstituted timber products * reinforcement materials * scaffolding components * structural steel sections and components * timber. |

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| [**CPCCCA2002B Use carpentry tools and equipment**](http://training.gov.au/Training/Details/CPCCCA2002B) |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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 WHS 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 rules, tapes, squares, hammers, hand saws, hand plane and chisels for given tasks * identify power and pneumatic tools for a given task * safely use a minimum of a power saw, electric plane, impact power drill, nail gun and compressor or equivalent types of equipment for given tasks * maintain equipment according to manufacturer’s recommendations or organisational requirements. |
| **Environment:**  This unit of competency could be assessed in the ***workplace or a close simulation of the workplace environment***, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence:**   * identify and select **hand tools f**or given tasks * safely use and maintain a minimum of rules, tapes, squares, hammers, hand saws, hand plane and chisels for given tasks * identify **power and pneumatic tools** for a given task * safely use and maintain a minimum of a power saw\*, electric plane\*, impact power drill, nail gun\* and compressor for given tasks, with maintenance including grinding and sharpening of a hand plane, chisel, a hand saw and one non-tungsten tip power saw blade.   **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * Hand tools: * cutting, planning, boring, shaping, fixing, fastening and percussion tools * material shifting and holding tools * setting out, marking out and levelling tools.   **Power Tools (portable and static)** \*Firstly check status of specific tool/s and equipment in ESIS:   * electrical and pneumatic, gas driven tools, including their leads and hoses. |

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| [**CPCCCA2002B Use carpentry tools and equipment**](http://training.gov.au/Training/Details/CPCCCA2002B) **(continued)** |
| **Plant and equipment** \* Check status of specific tool/s and equipment in ESIS:   * 240v power supplied * compressors \* * generators \* * hand held or small single person operated equipment * pneumatic driven.\*   **Other resources**  Materials appropriate to the work application may include:   * bricks * concrete components * concrete masonry units * glass * insulation * joinery units * metal sheeting * paints and sealants * plaster or fibre cement sheeting * reconstituted timber products * reinforcement materials * scaffolding components * structural steel sections and components * timber. |

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| [**CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground**](http://training.gov.au/Training/Details/CPCCCA2003A) |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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, WHS 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 * form up a slab on ground a minimum of 9 square metres, incorporating an edge rebate and internal corner to specifications * form up a step to a foundation excavation to specified masonry units. |
| **Environment:**  This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence:**   * form up **a slab on ground a minimum of 9 square metres**, incorporating an edge rebate and internal corner to specifications * **form up a step** to a foundation excavation to specified masonry units.   **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * air compressors and hoses \* * automatic levels * levels * bevels * chisels * hammers * hand saws * laser levels \* * marking equipment * measuring tapes and rules * nail bags * nail guns \* * pinch bars * power drills \* * power saws \* * power leads \* * saw stool |

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| [**CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground**](http://training.gov.au/Training/Details/CPCCCA2003A) **(continued)** |
| * shovels * spanners * squares (combination/tri) * steel squares * string lines.   **Other resources**  Materials appropriate to the work application may include:   * termite barriers * formwork/boxing: timber, metal, masonry, fibre cement sheeting or reconstituted timber products * bolts and nuts * coach screws * metal brackets * nails and spikes * patented metal fasteners * steel tie rods. |

### Elective units - Wall and floor tiling field of work

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| [**CPCCWF2001A Handle wall and floor tiling materials**](http://training.gov.au/Training/Details/6f9b1976-c21d-423b-93b0-5a46c0cd0ddc) |
| **Pre requisite unit**: CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| Critical aspects for assessment and evidence required to demonstrate competency:  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 WHS 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 * as a minimum, given the plans and specifications for a bathroom wall and floor to be tiled, receive and confirm quantity and quality compliance; handle, sort, stack and distribute the tiles, materials and components to support the performance of the task; prepare and mix the required adhesives and mortar, grouting and finishes required for the job; and clean up and store or dispose of excess and waste materials on the completion of the job, ensuring: * correct identification of tiling requirement * correct selection and use of appropriate processes, tools and equipment * completing all work to specification * compliance with regulations, standards and organisational quality procedures and processes. |
| **Environment:**  This unit of competency could be assessed in the *workplace or a close simulation of the workplace environment*, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace Documentation:**   * The learner and trainer should have access to appropriate documentation and resources normally used in the workplace. * To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [Introduction,](#_bookmark0) plus any tools and equipment relevant to the nature of the project/task and to the critical aspects of evidence: * as a minimum, given the plans and specifications for a bathroom wall and floor to be tiled, receive and confirm quantity and quality compliance; handle, sort, stack and distribute the tiles, materials and components to support the performance of the task; prepare and mix the required adhesives and mortar, grouting and finishes required for the job; and clean up and store or dispose of excess and waste materials on the completion of the job, ensuring: * correct identification of tiling requirement * correct selection and use of appropriate processes, tools and equipment * completing all work to specification * compliance with regulations, standards and organisational quality procedures and processes.   **Note:** The usage controls for any tools and equipment marked with an asterisk \* should be checked prior to use in schools. |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * scissors * cutting blades * wheelbarrows \* * (see **WHS Safety alert No 19 – Working at heights)** |

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| [**CPCCWF2001A Handle wall and floor tiling materials**](http://training.gov.au/Training/Details/6f9b1976-c21d-423b-93b0-5a46c0cd0ddc) **(continued)** |
| * elevated work platforms (See [**WHS Safety alert No 19 – Working at heights**](https://detwww.det.nsw.edu.au/adminandmanage/ohands/safety_alert/index.htm)**)** * forklifts (Special licensing required) \* * pallet jacks \* * buckets   **Other resources**  Materials appropriate to the work application include:   * adhesives * caulking compound * cement mortar (with and without additives) * grout * tiles.   Materials appropriate to the work application *may* include:   * scaffolds \* (see **WHS Safety alert No 19 – Working at heights)** * concrete mixers \* * adhesive mixers. |

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| [**CPCCWF2002A Use wall and floor tiling tools and equipment**](http://training.gov.au/Training/Details/bb104f8a-6be8-4f13-b057-9d3e58c512f3) |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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 WHS 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 * as a minimum, follow work instructions, operating procedures and inspection practices to use the wall and floor tiling tools and equipment listed in the range statement for their appropriate application, ensuring: * correct identification, selection and use of appropriate processes, tools and equipment * correct selection and use of appropriate processes, tools and equipment * completing all work to specification * compliance with regulations, standards and organisational quality procedures and processes. |
| **Environment:**  This unit of competency could be assessed in ***the workplace or a close simulation of the workplace environment***, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the nature **of the project/task** and to the **critical aspects of evidence:**   * as a minimum, follow work instructions, operating procedures and inspection practices to use the **wall and floor tiling tools and equipment** listed in the range statement for their appropriate application, ensuring: * correct identification, selection and use of appropriate processes, tools and equipment * correct selection and use of appropriate processes, tools and equipment * completing all work to specification * compliance with regulations, standards and organisational quality procedures and processes.   **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * buckets * caulking guns * levelling equipment: e.g. straight edges, line levels, stringlines, spirit levels, water levels * lump hammers * measuring tapes and rules * nippers * pointed grouters * rags * rubber mallets |

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|  | [**CPCCWF2002A Use wall and floor tiling tools and equipment**](http://training.gov.au/Training/Details/bb104f8a-6be8-4f13-b057-9d3e58c512f3) **(Continued)** |  |
| * scrapers * shovels * spacers and wedges * sponges, squeegees * squares, straight edges * tile cutters and scribes * trowels * wet and dry diamond saws \* * wooden floats. May also include: * adhesive mixers * beating machines \* * concrete mixers \* * grouting machines \* * masonry drill bits * screeding machines \* * plant and equipment, including: * small petrol or diesel engines\* * small compressors \* * power tools, including: * power drills \* * power leads * small generators. \*   **Other resources** Materials appropriate to the work application may include:   * tiles * ceramics * slate * adhesives * grout * cement mortar | |  |

**Electives - Shopfitting and Joinery Field of Work**

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| [**CPCCJN2001A Assemble components**](http://training.gov.au/Training/Details/3ea116ad-7a41-45e0-ad27-a883fa0f259a) |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  A person who demonstrates competency in this unit must be able to prepare components and assemble at least one of the assembled unit types listed in the range statement, providing evidence of the ability to:   * comply with WHS regulations applicable to workplace operations * comply with organisational policies and procedures, including quality assurance requirements within the context of assembling units * select and use appropriate processes, tools and equipment to carry out tasks * indicate visual checking of component parts to ensure right part and right location * select and use appropriate packing material for protection of surfaces during assembly * select and apply effective methods of holding components together in an assembly process * demonstrate sound procedures to ensure joints are closed and true and assembly is square and out of winding * display sound and safe procedures to fix or secure joints. |
| **Environment:**  This unit of competency could be assessed in ***the workplace or a close simulation of the workplace environment***, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.  This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.  Assessment of essential underpinning knowledge will usually be conducted in an off-site context.  **Resource implications for assessment include:**   * work area appropriate to task * working drawings and specifications relevant to task * procedure documents appropriate to manufacturing processes * tools, plant and equipment relevant to manufacture process * material appropriate to proposed project activity. |
| **Equipment/workplace documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**](#_bookmark0) and must be able to prepare components and assemble at least one of the assembled unit types listed in [the range statement,](http://training.gov.au/Training/Details/3ea116ad-7a41-45e0-ad27-a883fa0f259a) (Doors, Windows, Sashes, Cupboards, Shelves, Counters, Robes, Louvers, Trusses, Shop fronts, Stairs and Wall frames), providing evidence of the ability to:  **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in schools: May also include:   * air compressor and hoses\* * chisels * hammers * measuring tapes and rules * nail guns\* * spirit levels * squares. |

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| [**CPCCJN2001A Assemble components**](http://training.gov.au/Training/Details/3ea116ad-7a41-45e0-ad27-a883fa0f259a) **(continued)** |
| ***Materials such as:***   * aluminium * timber.   Assembly methods may involve:   * clamps * cramps * packers and wedges * platform or frame jigs * presses. |

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| [**CPCCJN2002B Prepare for off-site manufacturing process**](http://training.gov.au/Training/Details/cead38d9-ddb9-4342-9024-9ad6e9ca2321) **(Supersedes and is equivalent to CPCCJN2002A)** | |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry | |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  A person who demonstrates competency in this unit must be able to prepare materials and components for manufacture and assembly of at least one of the manufactured units or products listed in the range statement, providing evidence of the ability to:   * comply with WHS regulations applicable to workplace operations * comply with organisational policies and procedures, including quality assurance requirements within the context of preparation of materials * indicate a clear understanding of construction requirements of maximum and minimum dimension standards and governing authority, where applicable * adopt and use sound techniques to identify material requirements, including allowances for joints * indicate a clear understanding of joining methods and method of assembly of unit * select and use appropriate processes, tools and equipment to carry out tasks * demonstrate sound techniques in the selection and handling of material for components * demonstrate sound techniques in handling and storing materials to ensure surfaces and edges are protected * demonstrate sound and safe techniques to prepare material for manufacturing process * communicate with others to ensure safe and effective workplace operations | |
| **Environment:**  This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.  Assessment of essential underpinning knowledge will usually be conducted in an off-site context. Assessment is to comply with relevant regulatory or Australian standards' requirements.  Resource implications for assessment include:   * work area appropriate to task * working drawings and specifications relevant to task * procedure documents appropriate to manufacturing processes * tools, plant and equipment relevant to manufacture process * materials appropriate to proposed project activity. | |
| **Equipment/Workplace documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**.](#_bookmark0)  **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. | |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed: May also include:   * angle grinders\* * bevels * bolt-cutters |

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| [**CPCCJN2002B Prepare for off-site manufacturing process**](http://training.gov.au/Training/Details/cead38d9-ddb9-4342-9024-9ad6e9ca2321) **(continued) (Supersedes and is equivalent to CPCCJN2002A)** |
| * buzzers\* * circular saws\* * compressors * docking saws * drop saws * guillotines * hammers * measuring tapes * metal cutting saws * overhead/pendant cranes and forklifts\* * squares * thicknessers\* * trolleys * wire cutters.   ***Materials such as:***   * aluminium * laminated material * medium density fibreboard (MDF) * metallic and non-metallic materials * plastic with solid core * plywood * timber * veneered particleboard and sheeting.   ***Fixings and fasteners such as:***   * nail plates * nails * nuts and bolts * screws.   ***Manufactured units or products such as:***   * doors * fitments * prefabricated framework * shopfronts * stairs * windows. |

**General Electives**

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| [**CPCCCM2004A Handle construction materials**](http://training.gov.au/Training/Details/041a45da-0331-4cd8-9a2e-9eb61006a101) |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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 WHS 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. |
| **Environment:**  This unit of competency could be assessed in the ***workplace or a close simulation of the workplace environment***, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence:**   * 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.   **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. |

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| [**CPCCCM2004A Handle construction material**](http://training.gov.au/Training/Details/041a45da-0331-4cd8-9a2e-9eb61006a101)**s (continued)** | |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * banders * hammers * pallets * pinch bars * tin snips * wheelbarrows \*.   Preparation of materials for mechanical handling by equipment such as:   * scaffolding \* (See **WHS Safety alert No 19 –** [**Working at heights**](https://detwww.det.nsw.edu.au/adminandmanage/ohands/safety_alert/index.htm)) **^** * forklifts \* (Special licensing required) * pallet jacks \* * trucks. (Special licensing required)   **Note:** Students are **not** required to use these pieces of plant and equipment but to prepare for materials only. | **Other resources**  Materials appropriate to the work application may include:   * timber * reconstituted timber products and other building and sheet materials * bricks * bagged materials * sand, soil and aggregates * solvents, glues, coatings.   May also include building elements such as:   * roof trusses * lining materials * flooring materials * prefabricated elements * boxed, drummed and tinned materials * concrete masonry units * joinery units * floor and wall tiles * roofing tiles * steel sections/components * insulation * glass. |

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| [**CPCCCM2006B Apply basic levelling procedures**](http://training.gov.au/Training/Details/b9fc55c5-202d-4c07-b7d8-ae1c7cd86fd4) |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| **Critical aspects for assessment and evidence required to demonstrate competency:**  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, WHS 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. |
| **Environment:**  This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence:**  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.   **Note:** The usage controls for any tools and equipment marked with an asterisk **\*** should be checked prior to use in schools. |

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| [**CPCCCM2006A Apply basic levelling procedures**](http://training.gov.au/Training/Details/b9fc55c5-202d-4c07-b7d8-ae1c7cd86fd4) **(continued)** |
| **Tools and equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * chalk lines * hammers * marking equipment * cleaning agents * measuring tapes and rules, spirit levels and straight edges * plumb bobs * levelling staff * saws, bolt cutters and saw stools * signage for laser levelling * string lines and laser targets * levels: spirit, water, laser, optical and automatic * wooden and steel survey pegs. May also include: * boning rods, inclinometers and batter pegs/boards. |

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| [**CPCCCO2013A Carry out concreting to simple forms**](http://training.gov.au/Training/Details/31e09ae8-2e1d-446d-bb46-1719ddd13a96) |
| **Pre requisite unit:** CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry |
| Critical aspects for assessment and evidence required to demonstrate competency:  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 WHS 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. |
| **Environment:**  This unit of competency could be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures. |
| **Equipment/Workplace documentation:**  The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.  To demonstrate competency in this unit, the person will require access to the common equipment and resources listed in the [**Introduction**,](#_bookmark0) plus any tools and equipment relevant to the **nature of the project/task** and to the **critical aspects of evidence:**   * 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. |
| **Tools and Equipment**  Tools and equipment relevant to the task but excluding those prohibited in ESIS or not yet risk assessed:   * brooms * chutes * edging tools * shovels * trowels * wheelbarrows \* May also include * bull floats * hand floats * kibbles * line pumps * stipple devices * trowelling machines   **Other resources**  Materials appropriate to the work application may include :   * bar chairs * bracing * edge form/boards * fabric sheet mesh * pegs * spacers * reinforcing bars |

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| **Quality Assurance Checklists**  **Construction**  **CPC 20211 Certificate II in Construction Pathways (Release 3)**   |

##### The following checklists form part of the RTO’s quality assurance process as required under Standard 2 of the *Standards for Registered Training Organisations (RTOs) 2015*. This document is to be completed and filed securely at the school to comply with RTO requirements.

**Declaration by the school principal:**

###### The course is marketed to students in accordance with RTO course information and course delivery follows the RTO Training and Assessment Strategy approved for this school.



###### The school has a system for entering the intended qualification and units of competency on eBOS- VCS via Schools Online in accordance with the RTO’s Training and Assessment Strategy and the timeline advised by the Board of Studies, Teaching and Educational Standards NSW (BOSTES).



###### The school has a process for collecting and verifying student USIs and uploading them to BOSTES.



###### Students have access to the resources, equipment and tools to meet the requirements for each unit of competency as per the list of competencies in [Checklist 1](#_bookmark1) and can be accessed onsite unless otherwise indicated on Checklist 2.



###### As part of the course enrolment process, students have completed the RTO’s course induction process and have been informed of the course assessment requirements.



###### All teachers timetabled to deliver this course are either accredited or in training as indicated on Checklist 3.



###### Mandatory Work Placement HSC requirements have been met completed in accordance with NESA requirements as identified in Checklist 4.



**School Site Sign Off**

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| **School Name** |  | | | |
| **RTO Name** |  | | | |
| **Person completing checklists** |  | **Signature** |  | |
| **Principal Name** |  | | | |
| **Principal Signature** |  | | **Date** |  |

**Checklist 1 Resources/equipment**

On the following checklist, indicate the units of competency to be delivered to students as per the RTO Training and Assessment Strategy and complete the sign off indicating your satisfaction that all the specified resources and equipment can be accessed on site unless otherwise indicated on the separate form for this purpose (Checklist 2).

# [CPC20211 Certificate II in Construction Pathways](http://training.gov.au/training/details/CPC20211)

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| **Pre requisite for GIT (General Construction Induction Training) card** | | | **Access on site**  ***All/Some/None*** |
|  | CPCCOHS1001A | Work safely in the construction industry\* |  |

\*(Mandatory for the HSC; can be imported from CPC10111 Certificate I in Construction as elective in latest version of CPC20211)

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| **Compulsory units of competency** | | | **Access on site**  ***All/Some/None*** |
|  | 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 |  |
|  | CPCCOHS2001A | Apply OHS requirements, policies and procedures in the construction industry |  |

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| **Elective units** | | | **Access on site**  ***All/Some/None*** |
| **Group B Carpentry** | | | |
|  | CPCCCA2002B | Use carpentry tools and equipment |  |
|  | CPCCCA2003A | Erect and dismantle formwork for footings and slabs on ground |  |
|  | CPCCCA2011A | Handle carpentry materials |  |
| **Group D Wall and floor tiling** | | | |
|  | CPCCWF2001A | Handle wall and floor tiling materials |  |
|  | CPCCWF2002A | Use wall and floor tiling tools and equipment |  |
| **Group F Joinery and shopfitting** | | | |
|  | CPCCJN2001A | Assemble components |  |
|  | CPCCJN2002B | Prepare for off-site manufacturing process |  |
| **Group H**  **General Electives** | | | **Access on site**  ***All/Some/None*** |
|  | CPCCCM2004A | Handle construction materials |  |
|  | CPCCCM2006B | Apply basic levelling procedures |  |
|  | CPCCCO2013A | Carry out concreting to simple forms |  |

### Checklist 2

**Accessing Tools, Equipment and Resources Off-Site (only if required)**

**Identify the codes and units of competencies where tools, equipment and resources are being accessed off-site. Clearly identify the access arrangement supporting the use the tools, equipment and resources that are being accessed. The content and resource requirements of all units of competency in the elective units are available in the** [**CPC20211 Certificate II in Construction Pathways**](http://training.gov.au/training/details/CPC20211) **at** [**www.training.gov.au.**](http://www.training.gov.au/)

|  |  |  |  |  |
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| **Unit code** | **Unit title** | **Tools, Equipment and Resources** | **Access Site** | **Access Arrangement** |
| SAMPLE SITHFAB204 | Prepare and serve espresso coffee | Point-of-sale system, including credit card and Electronic Funds Transfer at Point of Sale (EFTPOS) facilities Tables, chairs and customers in compliance with training package requirements for an operational F&B outlet | 1. Café Nosh Petersham 2. The Café Wests Ashfield Leagues Club 3. Petersham TAFE College | AA2014/1 AA2014/3 AA2013/6 |
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**Checklist 3**

**Trainer and Assessor Requirements**

Teachers wishing to deliver and assess this qualification must:

* be accredited with the relevant teaching code (“Willingness to teach” is not acceptable) or have been accepted into and undertaking the relevant VET retraining program;
* hold or be enrolled in the current Certificate IV in Training and Education
* be able to demonstrate current industry skills at least to the level being delivered and assessed
* be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency

Please complete the table below for any teacher who is timetabled onto this course at this site for the current year:

|  |  |
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| **Teacher name** | Accredited/ In-Training |
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**Checklist 4**

**Student work placement (Mandatory for the HSC)**

Securing the appropriate work placement for the particular qualification greatly depends upon the relationship between the school and Work Placement Service Providers.

It is the responsibility of the school to communicate the types of work placement settings they will require over a two year period for the students they are training and assessing.

Schools need to ensure that, where required, evidence from “the workplace” may be gathered for the qualification being sought.

Students have been fully informed of the:

Mandatory work placement hours required for this course Purposes of the work placement, and the

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Due dates for completion of the work placement.

The school has procedures in place for the class teachers, work placement coordinators and workplace supervisors to reach agreement on the:

Structure and timing of the work placements Competencies to be addressed during work placements

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Procedures to address the relevant workplace health and safety regulations.

The school has procedures in place to ensure that the:

*Workplace Learning Guide for Employers* has been provided to the host employer prior to placement commencing

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*Student Placement Record* is fully completed **prior** to placement (i.e. signed by the host employer, school principal or nominee, student and parent or care giver) and archived according to Diocesan and/or School requirements.

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### Checklist 5

**Additional Units included in the Training and Assessment Strategy approved for delivery at this site by the RTO.**

**Additional Units of Competency Held (only if required)**

Teachers wishing to deliver any units of competency (from the elective pool or specialisation study) that are not listed in Checklist 1 must:

* discuss the delivery of the unit(s) of competency with the RTO prior to delivery; and
* have achieved the unit(s) of competency and hold a transcript for the unit(s) of competency.

If delivery is supported by the RTO, provide a copy of the transcript for the unit(s) of competency to the RTO Manager to obtain additional accreditation and approval to deliver the requested unit(s) of competency.

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| **Unit Code** | **Unit Name** | ***Access on site (All/Some/None)*** |
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