

Recognition of Prior Learning Guide

for

CPC10111 Certificate I in Construction

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Recognition of Prior Learning Guide

Recognition of Prior Learning (RPL) is a combination of supplying evidence of previous work in the building and construction sector with a competency conversation and practical demonstration to record and verify the information supplied. An assessor will need to validate the evidence supplied by you and you will also have the opportunity to demonstrate your competency across the selected units.

Assessment of competencies of the following RPL evidence:

1. Documentary evidence of formal study. Certified copies of certificates and transcripts.
2. Third-party reports from licenced or qualified industry experts.
3. Evidence of previous projects you have completed.
4. Written or oral challenge testing questions.
5. Supporting photographic or video evidence and documentary of related building or supervisory experience.
6. In all cases, the method used for training RPL will reflect the skills and knowledge for which RPL is being sought.

Presentation of the evidence is to be supplied for the following units that you have selected.

Any areas where you have not been able to provide adequate evidence to demonstrate competency, you will be required to complete the course units in which you have not demonstrated competency.

Photographic ID

For identification purposes we require:

- A colour copy of your **Australian passport** OR
- A colour copy of both sides of your **Australian driver licence** and either a colour copy of the front of your **Medicare** OR a colour copy of your Certificate of Evidence of Resident Status (CERS) if you are a permanent resident,
- A colour copy of your **induction card (white card)**, and
- Your **Unique Student Identifier (USI)** number. For further information on USI visit <http://www.usi.gov.au>.

Final Assessment Procedures

The assessment will take place at a site to be determined mutually. If you live in a region outside of the Sydney area, you may be charged. As part of the RPL assessment, you may be given practical construction scenarios to which you shall give an oral explanation as to how you will address these issues and resolve them in a professional yet controlled manner.

You will need to collate photos or a CD demonstrating all aspects of your supervisory and building experience and complete a resume demonstrating your supervisory or building experience.

Examples of Evidence Required

Units of Competency (UoCs)	Examples of Evidence Required
CORE	
CPCCCM1012A Work effectively and sustainably in the construction industry	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Company organisational chart, • Job description, • Company environmental policy – if you don't have one you must be able to explain items such as reuse and recycle materials, • Written report like a defect list, • Record of a toolbox meeting you have conducted and recorded, • Copy of a Job Safety Analysis (JSA) or a Safe Work Method Statement (SWMS) that you have written, • Copy of your employment contract, • Set of drawings that you can identify the relevant specifications and identify services, and • Copy of your site or project diary.
CPCCCM1013A Plan and organise work	<ul style="list-style-type: none"> • Provide information on the planning of work tasks this maybe in the form of a bar chart and documentation over a period of time in a range of general construction activities contexts and include dealings that are appropriate for the task.
CPCCCM1014A Conduct workplace communication	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Work orders or contracts, • Emails to suppliers or service providers like architect, third-party consultants, engineers, etc., • Tool box meetings, • Diary notes with meeting with clients or suppliers, and • Copy of a JSA or a SWMS that you have written including an incident report.
CPCCCM2001A Read and interpret plans and specifications	<ul style="list-style-type: none"> • Provide a set of drawings to discuss. <ul style="list-style-type: none"> • During the competency conversation you will be recorded identifying services, naming commonly used construction symbols and abbreviations. • You will also be asked to identify measurements and dimensions on the drawings.
CPCCCM2005B Use construction tools and equipment	<ul style="list-style-type: none"> • Provide photos of yourself working on a project using construction tools and equipment. <ul style="list-style-type: none"> • During the assessment you will be asked to demonstrate how you safely use construction tools equipment, communication devices. • You will also be asked to show a range of safety manuals for the tools and equipment you utilise at work and explain how you implement them.
CPCCWHS1001 Prepare to work safely in the construction industry	<ul style="list-style-type: none"> • Provide a current and valid white card that is dated after 1st January 2018 and credit transfer will be applied for this unit.

Units of Competency (UoCs)	Examples of Evidence Required
CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry	<ul style="list-style-type: none"> • Supply an Work Health and Safety (WHS) plan, including a SWMS, JSA, Material Safety Data Sheet (MSDS) and a completed incident report and a report of a fault with an electrical tool.
CPCCVE1011A Undertake a basic construction project	<ul style="list-style-type: none"> • Provide a typical job or project file that includes but is not limited to the following: <ul style="list-style-type: none"> • Plans and specifications, • Take offs, • Estimates, • Quotes, • Contracts, • Subcontractor quotes, • Hand sketches of a particular section of the project like the installation of a window showing flashings etc., • Copies of a JSA or a SWMS that you have written, • Set of drawings that you can identify the relevant specifications and identify services, • Copies of your site or project diary, and • Details (photos or written advice) on how you order and store materials.
ELECTIVES (select 3)	
CPCCPD2013A Remove and replace doors and door and window components	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Removing and replacing components ensuring surrounding areas and furniture components remain undamaged, and • Safely and effectively removing and replacing a minimum of: <ul style="list-style-type: none"> • One (1) door with an independent screen, • Furniture from two (2) different door types, • Furniture from two (2) different window types with at least one (1) having independent screens, and • Glazing from a timber door or window.
CPCCCM1011A Undertake basic estimating and costing	<ul style="list-style-type: none"> • Provide information on the following: <ul style="list-style-type: none"> • Documentation and communication of work-related information, including work orders, specifications, products, materials and labour requirements, costing calculations for products, materials and labour, and special conditions for a specified construction project, and • Estimation and cost of a specified project, including: <ul style="list-style-type: none"> • Estimate quantities of material required, • Determine types and amount of labour required to complete the work, • Estimate time required to complete the work, and • Estimate overheads associated with the project.

Units of Competency (UoCs)	Examples of Evidence Required
CPCCCM1015A Carry out measurements and calculations	<ul style="list-style-type: none"> Provide full set of working drawing and specifications with take offs to identify the dimensions of materials requirements and processes to be followed for a basic building project including takeoffs.
CPCCCM1016A Identify requirements for safe tilt up work	<ul style="list-style-type: none"> Show via photographic evidence of you being part of the tilt up process that includes, site preparation, safety procedures, forming, pouring and tilting panels. Provide information for tilt up construction for discussion during the competency conversation.
CPCCCM2004A Handle construction materials	<ul style="list-style-type: none"> Provide information on the following: <ul style="list-style-type: none"> The safe handling and sorting of building and construction materials, providing quick access and use, and The safe moving and stacking of a given quantity of sheet material. Photographic or video evidence can be supplied.
CPCCCM2006B Apply basic levelling procedures	<ul style="list-style-type: none"> Provide information on the transfer levels and record differences in height on one (1) project to job specifications using: <ul style="list-style-type: none"> A spirit level and straight edge, Levelling equipment with water technique, Laser levelling devices, and Optical levelling devices. While ensuring the following: <ul style="list-style-type: none"> Confirm accuracy of the readings taken for all above, including set-up and movement of device in two (2) locations, Conduct a two-peg test with an automatic level to confirm that instrument meets manufacturers' tolerances, and Accurately record the results of each levelling procedure to organisational requirements.
CPCCVE1002B Undertake a basic computer design project	<ul style="list-style-type: none"> Show the evidence and ability to design a residential structure including: <ul style="list-style-type: none"> Interpreting and confirming a client brief, Producing, using a CAD, system a first draft design, and Finalising the design and presenting it in both plan and elevation form to the client.