



Version 1 June 2009

# **The Building Institute of Training and Development**

## **BCG30203 Certificate III in Carpentry**

### **Recognition of prior learning Pathway**

## **Candidates Guide**

## ***Dear Candidate***

**Please read this guide carefully before submitting information or attending an assessment interview**

You need to complete the following

- Complete the application form
- Read section A: Assessor information, to develop an idea on what the assessor will be looking for
- Read section B Candidate Information and Application Forms
- Read section D relating to your practical assessment.
- Complete the self assessment sheet on page 24 ready to submit to the assessor. Select your electives (these can be changed at a later stage).
- Obtain the services of a third party to complete the form in section F
- Gather all your relevant documents and either bring the originals to the interview or obtain the services of a justice of the peace to certify the copies.
- Understand the RPL process and what is meant by gap training.

## RPL APPLICATION FORM

### Applicant Details:

<b>1. Occupation you are seeking recognition in</b>		
<b>2 Personal Details</b>		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>	
Age		
Are you a permanent Resident of Australia	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
<b>3 Current Employment</b>		
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
If Yes, in which occupation are you currently employed?	.....	
Who is your current employer?	.....	
<b>4. Armed Forces details (If Applicable)</b>		
Branch of Service		
Trade classification on discharge		

**5. Further Training**

Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
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<b>If Yes</b>	
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What occupation were you trained in?	
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Training completion Date (month, year)	
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Country where you trained	
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Name of course and institution (if applicable)	
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<b>6. Is there any further information you wish to give in support of your application</b>	
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**7. Professional Referees (relevant to work situation)**

Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Mobile Number	.....
Email Address	.....

Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Mobile Number	.....
Email Address	.....

## APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

**Attach additional sheet if required**

If you are including documents in your application, please provide a brief description below

Document Description (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

### Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

**Candidate Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## HOW TO USE THIS RPL ASSESSOR KIT

This RPL Assessor Kit is divided into sections to allow you to easily access only those sections you require at any given time. These sections are:

### **SECTION A – Assessor Information**

You need to read this information before conducting an assessment. It outlines the intent and processes surrounding this RPL assessment and how it differs from assessment undertaken following formal training.

### **SECTION B – Candidate Information and Application Forms**

You give this information to the candidate. It tells them about the assessment process as well as containing simple forms for the applicant to fill out. From the information provided by the candidate on these forms, you will be able to gain a general understanding of the skills and experience the candidate may have, as well as potential referee contacts.

### **SECTION D – Practical Tasks and Observation Recording Sheets**

You use this section to assess competencies through a practical demonstration of the candidate's skills. It contains practical tasks/scenarios on the outcomes required to determine competency and a place to record your observation. The notes you take are important evidence for assessment.

# SECTION A

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## Assessor Information

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It is VITAL you read this information prior to commencing your RPL assessment. It provides generic information on assessment, as well as an overview of this streamlined RPL assessment process.

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## ADVICE FOR ASSESSORS

This RPL Assessors Kit streamlines the RPL assessment process for Certificate III in Carpentry by taking a practical approach to RPL and increasing the use of on-site questioning and observation. This will assist in developing a “picture of the candidate’s skills and knowledge”. This picture can then be compared with industry standards enabling a determination of whether the candidate has achieved the required outcomes.

### IMPORTANT ASPECTS TO REMEMBER:

#### **A sound knowledge of assessment and the qualification is essential**

It is important to have a good understanding of the competencies and qualification/s appropriate to the candidate’s goals.

Assessing a single unit of competency is rarely cost or time effective. Where possible, effort should be made to assess several units at the same time taking advantage of any commonality in content. This means looking at the whole picture of a particular job role as it happens in industry and assessing holistically. This saves valuable time in the assessment process.

#### **Assessment involves judgement**

This tool encourages the use of a “competency conversation” to maximise the candidate’s opportunities to demonstrate competence. This is NOT an oral exam. It is about using the two or three holistic questions provided to start a conversation with the candidate which draws out their actual individual experiences and relevant skills. In other words, it is about the assessor probing the candidate through a conversation to draw out further information on the candidate’s experience which may not be forthcoming due to nerves or confusion over technical terminology.

The tool also provides observable tasks to allow candidates to demonstrate skills.

#### **Authentication/verification is integral to RPL assessment**

It is critical information gleaned from the interview and observation be confirmed with those who can vouch for the candidate’s skill over time. Supervisors would generally perform this role. Authentication may also be done through conversation but it cannot be stressed enough that it is essential assessors **take careful notes** to back up and record their judgement.

#### **Recording assessment is critical**

Keep careful records of all aspects of conversations, skills demonstration or documentation viewed that support the claim of prior learning. Remember – the record is the document that makes sense of the assessment and why a particular judgment was made. Keeping **detailed notes** about the candidate’s response is vital, as is the **rationale** for judgement.

The assessment record is a **legal document** and must be signed, dated and stored according to requirements of the State Training Authority and the *AQTF Standards for Registered Training Organisations*.

Assessor summaries and other quality assurance documentation from your own Registered Training Organisation will also be required. For examples of assessment summary documentation, please see *Assessment Guide Number 1: Training Package Assessment Materials Kit*.

<http://resourcegenerator.gov.au/loadpage.asp?page=TPAGGuide01.htm>

To access further information on the principles assessment and dimensions of competency, you can visit *Assessment Guide Number 1: Training Package Assessment Materials Kit*.

<http://resourcegenerator.gov.au/loadpage.asp?page=TPAGGuide01.htm>

To access further information on the Australian Qualifications Framework, you can visit:

<http://www.aqf.edu.au/>

## COMPETENCIES IN THIS RPL ASSESSMENT TOOL

### BCG30203 CERTIFICATE III IN CARPENTRY

#### CORE UNITS

Unit Code	Unit Title	Questions	Practical
BCGCM1001B	Follow OH&S policies and procedures	✓	✓
BCGCM1002B	Work effectively in the General Construction Industry	✓	✓
BCGCM1003B	Plan and organise work	✓	✓
BCGCM1004B	Conduct workplace communication	✓	✓
BCGCM1005B	Carry out measurements and calculations	✓	✓
BCGCM2001B	Read and interpret plans and specifications	✓	✓
BCGCM2002B	Carry out excavation	✓	✓
BCGCM2007B	Use explosive power tools	✓	✓
BCGCM2008B	Erect and dismantle restricted height scaffolding	✓	✓
BCGCA2001B	Handle carpentry materials	✓	✓
BCGCA2002B	Use carpentry tools and equipment	✓	✓
BCGCO2003B	Carry out concreting to simple forms	✓	✓
BCGCA3001B	Carry out general demolition to minor building structures	✓	✓
BCGCA3002B	Carry out setting out	✓	✓
BCGCA3004B	Construct wall frames	✓	✓
BCGCA3005B	Construct ceiling frames	✓	✓
BCGCA3007B	Construct a pitched roof	✓	✓
BCGCA3010B	Install and replace windows and doors	✓	✓
BCGCA3023B	Carry out levelling operations	✓	✓

**ELECTIVE UNITS (Select 11 units from the list below, a maximum of two relevant elective AQFIII level competency units may be substituted from other qualifications within the General Construction Training Package or from other endorsed Training Packages).**

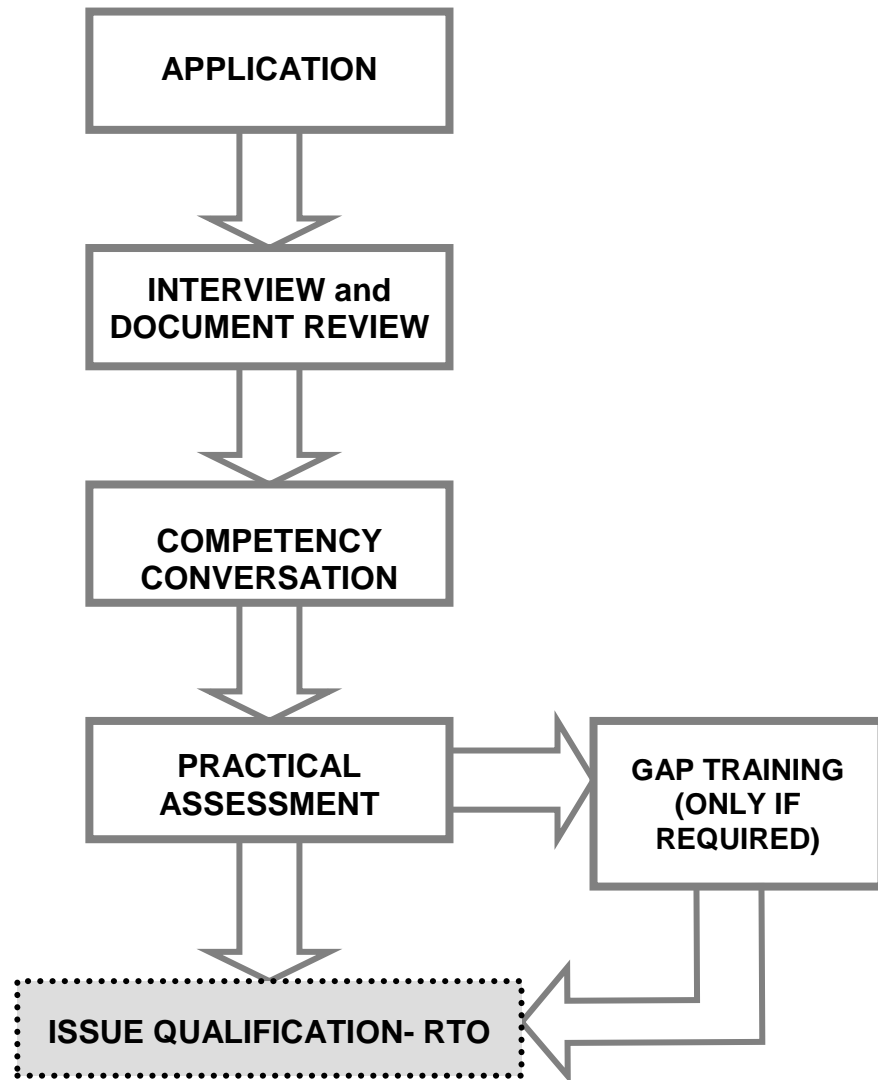
#### ELECTIVE UNITS

Unit Code	Unit Title	Questions	Practical
BCGCA2003B	Erect and dismantle formwork for footings and slabs on ground	✓	✓
BCGCA3003B	Install flooring systems	✓	✓
BCGCA3006B	Erect roof trusses	✓	✓
BCGCA3008B	Construct eaves	✓	✓
BCGCA3009B	Construct advanced roofs	✓	✓
BCGCA3011B	Refurbish timber sashes to window frames	✓	✓
BCGCA3012B	Frame and fit wet area fixtures	✓	✓

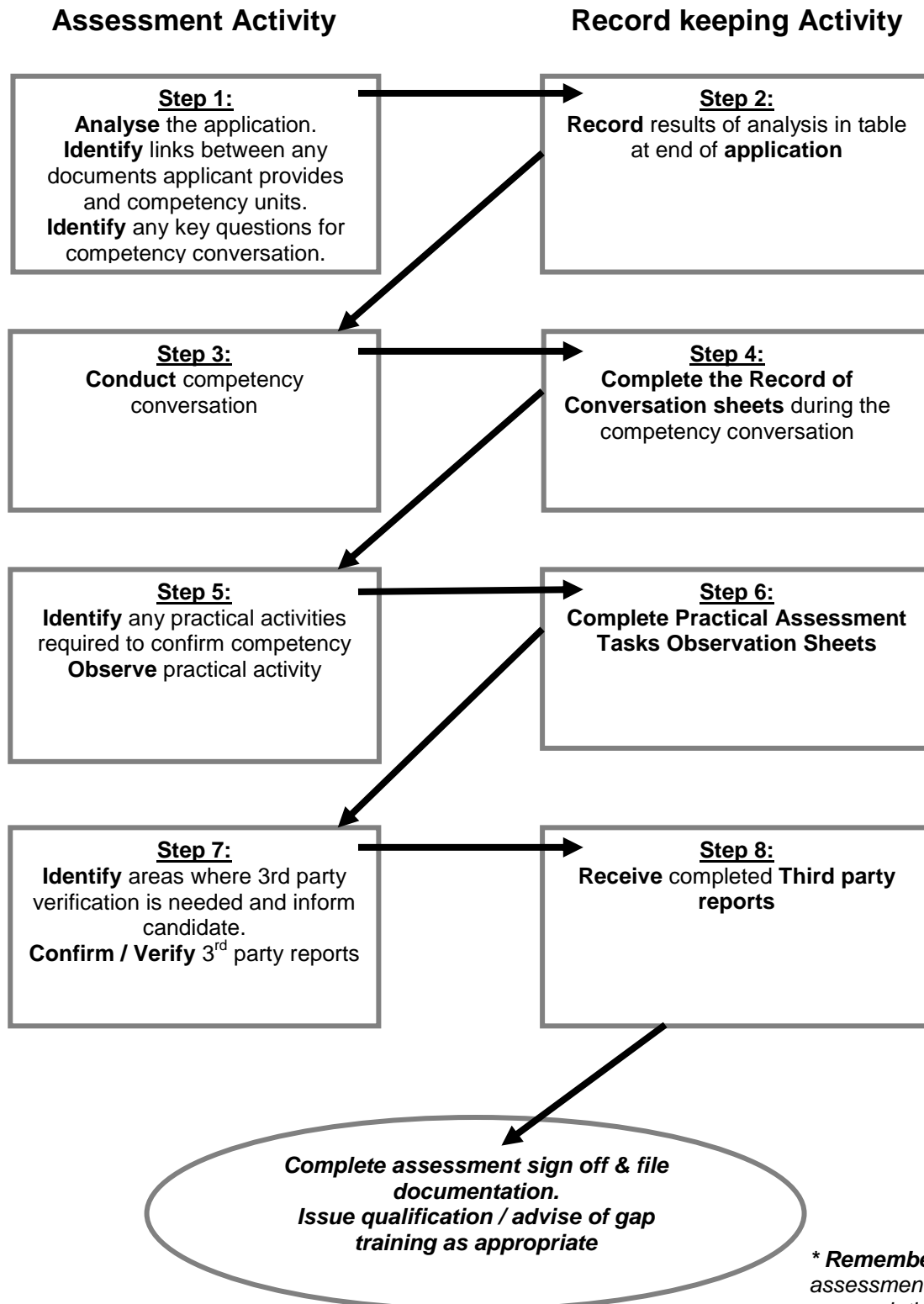
Unit Code	Unit Title	Questions	Practical
BCGCA3013B	Install linings, panelling and moulding	✓	✓
BCGCA3014B	Construct bulkheads	✓	✓
BCGCA3015B	Assemble partitions	✓	✓
BCGCA3016B	Construct timber external stairs	✓	✓
BCGCA3017B	Install exterior cladding	✓	✓
BCGCA3018B	Construct, erect and dismantle formwork for stairs and ramps	✓	✓
BCGCA3019B	Erect and dismantle formwork to suspended slabs, columns, beams and walls	✓	✓
BCGCA3020B	Erect and dismantle jump form formwork	✓	✓
BCGCA3021B	Erect and dismantle slip form formwork	✓	✓
BCGCA3022B	Install curtain walling	✓	✓
BCGCM3001B	Operate elevated work platforms	✓	✓
BCGSF2003B	Cut and bend materials using Oxy/LPG equipment	✓	✓
BCGSF2004B	Place and fix reinforcement materials	✓	✓
BCF3006A	Assemble and install stairs	✓	✓
BCF3009A	Setting out of windows and doors	✓	✓
BCF3010A	Manufacture components for door and window frames, doors and sashes	✓	✓
BCF3011A	Assemble doors and windows	✓	✓
BCPCM2013A	Weld using arc welding equipment	✓	✓
BSBSBM301A	Research business opportunities	✓	✓
LMFFM3006A	Install furnishing products	✓	✓
LMFGG2008A	Glaze/reglaze residential windows and doors	✓	✓

## OVERVIEW OF RECOGNITION PROCESS

This kit has been developed to streamline the application for recognition of prior learning.



## RPL ASSESSMENT PROCESS FLOWCHART FOR ASSESSORS



*\* Remember RPL assessment is an accumulative process of collecting evidence.*

## STEPS IN THE RPL PROCESS

### 1. Complete application

The candidate completes the application forms in **SECTION B**. It is important candidates provide as much information of their previous experience in the carpentry/building and construction industry as is available.

Documents that may be available include but are not limited to:

- any licences
- General Safety Induction (Construction Industry) Card (Blue Card)
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses, workshops, seminars, symposiums
- results/statements of attendance/ certificates – club courses e.g. first aid, officials, surf life saving, etc
- tickets held eg forklift, crane, etc
- photographs/DVD's/Videos of work undertaken
- work diaries/ task sheets /job sheets/ log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- site inductions
- any other documentation that may demonstrate industry experience

Candidates also need to provide contact details for one or two referees who can confirm their industry skills in context and over time.

To have skills formally recognised under the Australian Qualifications Framework, you must ensure the candidate's skills meet industry standards.

### 2. Interview about candidate's documentary information

Review the information provided by the candidate and arrange a time for both you and the candidate to discuss. Begin alignment of documentation and skills to the following qualification:

#### **BCG30203 Certificate III in Carpentry**

The candidate will have the opportunity to discuss and identify previous experience with you. The available documents are step one in collecting information and you will need to determine which units of competency, if any, are fully covered at this stage. You use your own or your RTO's assessment recording forms to record this stage of the assessment.

There may be instances where the candidate has little, or no, documentary information of industry experience. This is **not** a barrier to gaining recognition. This will just require you to rely on the questioning, practical assessment and referee validation phases of the RPL process.

### 3. Questions for the Competency Conversation

The bank of questions in **SECTION C** is the next phase in collecting evidence for the RPL process. The questions are designed to enable you to have a “competency conversation” with the candidate to further gain evidence of their past experience. **REMEMBER**, the primary focus is on the candidate’s experience.

Each question has “key points” to look for in responses. You may use the list of key points to formulate questions of your own if you wish, or contextualise the question to the candidate’s particular work situation. The Record of Conversation sheets indicate relevant content that should be sought. Place a tick next to each key point as you hear this topic being discussed during the conversation. You should read the “industry requirements” of each competency before the candidate answers the questions posed. You may also target the assessment to those aspects that present the *greatest risk* in the industry. Questions are aligned with the relevant unit/s of competency in **SECTION G**.

It is not intended every question for all competencies is asked, only those competencies the initial interview about the candidate’s documentary evidence has failed to **fully** address. The question bank covers most but not all units in the kit. Units without questions are covered in the practical assessment/scenario section.

### 4. Practical assessment tasks

It is important that you use both Steps 3 (Questioning) and 4 (Practical Assessment) in doing this assessment. The RPL process is a streamlined RPL process which **does not** rely solely on practical assessment but uses a combination of questioning and practical to provide evidence of candidate competence.

This is the third phase in collecting evidence. A practical skills test is then conducted by you at the candidate’s workplace or another suitable venue. Appropriate permission must be sought before entering workplaces.

This is a further opportunity for candidate to demonstrate competence. It is expected the practical assessment will comprise **only those competencies** the candidate is still unable to demonstrate knowledge/experience in after documentary review and questioning have been applied. These assessments contain the practical skills and application of knowledge for the qualification. A number of holistic practical assessments are included in this kit (**SECTION D**) to assist you with tasks suitable for observation on the job.

You decide if the response to questions and practical assessment tasks fulfils the requirements of the standard and may choose to pursue the issue further for a determination to be made. The assessment is a conversation/observation, not an exam, and you are encouraged to assist candidates to focus responses toward relevant issues.

Assessing through observation and questioning, particularly on the job, will speed up and streamline the RPL assessment process.

**NOTE:** Where candidate’s documentation and questions meet the assessment requirement, it is still strongly recommended the candidate undertake one practical assessment so you are confident

in making a judgement of “competent”. The practical assessment selection should be negotiated between you and the candidate.

Recording sheets for candidate information, questioning and the practical assessments have been included in **SECTION D**. You may use other recording mechanisms provided these also keep a complete record of assessment *and justification of judgement*. Candidate responses, observations of skills demonstrated and documents presented as evidence must be noted in enough detail so anyone external to the process (e.g. a fellow assessor, auditor, lawyer, etc) can read the record and retrace your judgement.

## 5. Gap training

RPL is an assessment process designed to show areas of competence and to identify IF a candidate has gaps in skills and knowledge against a whole qualification.

Not all candidates will have skill/knowledge gaps.

If a candidate has skills gaps, a pathway to complete training in the outstanding units can be negotiated to assist the client to gain the full qualification.

# SECTION B

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## Candidate Information and Application Forms

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You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

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## WHAT DOES IT MEAN TO BE A CARPENTER?

Certificate III in Carpentry is the qualification most recognised in the Building and Construction Industry, as the minimum qualification in progressing to Builder status and obtaining an unrestricted Building licence. This job is hands on and often physically demanding.

Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential and commercial buildings, and large concrete, steel and timber structures such as bridges, dams, power stations and civil engineering projects.

A Carpenter may perform the following tasks:

- ♦ construct formwork into which concrete is poured
- ♦ set out an outline of the building on the ground of the site, using string and pegs to allow for excavations
- ♦ erect floors and wall frameworks (timber or metal), roofs and suspended ceilings and lay timber floors
- ♦ read plans and specifications to determine the materials required, dimensions and installation processes
- ♦ install metal and timber windows and sashes, and metal and timber doors
- ♦ construct and erect prefabricated units, such as cottages and houses
- ♦ cut materials with hand and power tools, and assemble or nail, cut and shape parts
- ♦ install door handles, locks, hardware, flooring underlay, insulating material and other fixtures
- ♦ maintain and sharpen tools

Personal Requirements:

- ♦ interested in practical work
- ♦ able to work with your hands
- ♦ a sense of balance and ability to work at heights
- ♦ good at mathematics
- ♦ good health and eyesight
- ♦ enjoy working in a team

The Certificate III qualification for Carpentry requires 30 units of competency to be successfully completed to achieve the credential. Of these 30 units, 19 are compulsory and a further 11 may be selected from the list of Elective units.

*“If you are doing these roles in your job, then don’t write off your skills – consider getting them recognised.”*

## TIPS AND HINTS TO HELP YOU PREPARE FOR RECOGNITION

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any Building and Construction/Carpentry enterprises or facilities you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the Building and Construction Industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

## STEPS IN THE RPL PROCESS

### Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the carpentry/building and construction industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- any licences
- General Safety Induction (Construction Industry) Card (Blue Card)
- brief CV or work history
- certificates/results of assessment
- indentures/trade papers
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses, workshops, seminars, symposiums
- results/statements of attendance/ certificates – club courses e.g. first aid, officials, surf life saving, etc
- tickets held eg forklift, crane, etc
- photographs/DVD's/Videos of work undertaken
- work diaries/ task sheets /job sheets/ log books
- site training records
- site competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- site inductions
- any other documentation that may demonstrate industry experience

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

### Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer carpentry and building and construction industry related questions to identify your current skills.

### **Step 3 – Practical demonstration of your skills**

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

### **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

## APPLICATION – Self Assessment Questionnaire BCG30203 Certificate III in Carpentry

**Candidate Name:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

Please identify your level of experience in each competency.

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>CORE UNITS</b>				
BCGCM1001B	Follow OH&S policies and procedures			
BCGCM1002B	Work effectively in the General Construction Industry			
BCGCM1003B	Plan and organise work			
BCGCM1004B	Conduct workplace communication			
BCGCM1005B	Carry out measurements and calculations			
BCGCM2001B	Read and interpret plans and specifications			
BCGCM2002B	Carry out excavation			
BCGCM2007B	Use explosive power tools			
BCGCM2008B	Erect and dismantle restricted height scaffolding			
BCGCA2001B	Handle carpentry materials			
BCGCA2002B	Use carpentry tools and equipment			
BCGCO2003B	Carry out concreting to simple forms			
BCGCA3001B	Carry out general demolition to minor building structures			
BCGCA3002B	Carry out setting out			
BCGCA3004B	Construct wall frames			
BCGCA3005B	Construct ceiling frames			
BCGCA3007B	Construct a pitched roof			
BCGCA3010B	Install and replace windows and doors			
BCGCA3023B	Carry out levelling operations			
<b>ELECTIVE UNITS</b>				
BCGCA2003B	Erect and dismantle formwork for footings and slabs on ground			
BCGCA3003B	Install flooring systems			
BCGCA3006B	Erect roof trusses			
BCGCA3008B	Construct eaves			
BCGCA3009B	Construct advanced roofs			
BCGCA3011B	Refurbish timber sashes to window frames			
BCGCA3012B	Frame and fit wet area fixtures			
BCGCA3013B	Install linings, panelling and moulding			
BCGCA3014B	Construct bulkheads			
BCGCA3015B	Assemble partitions			

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
BCGCA3016B	Construct timber external stairs			
BCGCA3017B	Install exterior cladding			
BCGCA3018B	Construct, erect and dismantle formwork for stairs and ramps			
BCGCA3019B	Erect and dismantle formwork to suspended slabs, columns, beams and walls			
BCGCA3020B	Erect and dismantle jump form formwork			
BCGCA3021B	Erect and dismantle slip form formwork			
BCGCA3022B	Install curtain walling			
BCGCM3001B	Operate elevated work platforms			
BCGSF2003B	Cut and bend materials using Oxy/LPG equipment			
BCGSF2004B	Place and fix reinforcement materials			
BCF3006A	Assemble and install stairs			
BCF3009A	Setting out of windows and doors			
BCF3010A	Manufacture components for door and window frames, doors and sashes			
BCF3011A	Assemble doors and windows			
BCPCM2013A	Weld using arc welding equipment			
BSBSBM301A	Research business opportunities			
LMFFM3006A	Install furnishing products			
LMFGG2008A	Glaze/reglaze residential windows and doors			

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SECTION D

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## Practical Tasks and Observation Recording Sheets

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You use this section to assist you in determining a candidate's competency in those areas where they have not yet successfully demonstrated their skills, knowledge and prior experience. Therefore, candidates are not required to complete all tasks. You select tasks after considering available evidence collected through previous phases and according to context and needs of each candidate.

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## PRACTICAL TASKS

Candidates are **not** required to complete **all** tasks. The Assessor is to select tasks after considering available evidence collected through previous phases and according to the context and needs of each candidate.

Unit of Competency	Practical Task
<b>BCGCM1001B</b> Follow OH&S policies and procedures	<b>Task 1</b> A fire has started on your job site, show how you would execute emergency evacuation of the site, select fire fighting equipment to extinguish the fire and ensure safety within enterprise policies and procedures
<b>BCGCM1002B</b> Work effectively in the General Construction Industry	<b>Task 2</b> Find the site office, site supervisor and negotiate your daily workload with supervisor and team members via a site meeting, responding positively to any conflict situations.
<b>BCGCM1003B</b> Plan and organise work	<b>Included with Generic Components</b>
<b>BCGCM1004B</b> Conduct workplace communication	<b>Included with Generic Components</b>
<b>BCGCM1005B</b> Carry out measurements and calculations	<b>Task 3</b> Complete a small building project and use measurements and calculations to complete the task, including: length, perimeter, area, volume, gradient, conversion of metres to millimetres, estimation of quantities and formulas for material mixing using a rule and tape measure. <i>This could be completed in conjunction with another relevant unit.</i>
<b>BCGCM2001B</b> Read and interpret plans and specifications	<b>Included with Generic Components</b>
<b>BCGCM2002B</b> Carry out excavation	<b>Task 4</b> From plans or existing set out, mark out and excavate a 3 metre long trench for a footing on a domestic building site, taking into account any services and the terrain.
<b>BCGCM2007B</b> Use explosive power tools	<b>Task 5</b> Set up for, plan, prepare and use an Explosive Power Tool, including selection of charge, test fire and misfire procedures to fix a timber plate to a concrete substrate, in accordance with job specifications.
<b>BCGCM2008B</b> Erect and dismantle restricted height scaffolding	<b>Task 6</b> Plan, erect, check for wear and dismantle a modular scaffolding system with three (3) bays (one with a return), one (1) lift ladder, fall or edge protection, in accordance with JSAs/SWMS and regulations.

Unit of Competency	Practical Task
<p><b>BCGCA2001B</b></p> <p>Handle carpentry materials</p>	<p><b>Task 7</b></p> <p>Safely move and stack varying lengths of timber, with easy access, using safe manual handling techniques. Similarly, move and stack sheet material and carpentry components into a protected area near the timber ensuring easy access and manoeuvrability to all. <i>This could be completed in conjunction with another relevant unit.</i></p>
<p><b>BCGCA2002B</b></p> <p>Use carpentry tools and equipment</p>	<p><b>Task 8</b></p> <p>Safely use and maintain measuring equipment, standard carpentry hand tools, standard carpentry power tools, common pneumatic tools and basic pieces of plant to complete a small building project. <i>This could be completed in conjunction with another relevant unit.</i></p>
<p><b>BCGCO2003B</b></p> <p>Carry out concreting to simple forms</p>	<p><b>Task 9</b></p> <p>Prepare a sub-grade, erect formwork, cut, place and tie reinforcement, place, screed and hand finish a concrete slab of at least four (4) square metres and a minimum depth of 100mm to a broomed finish and job specifications.</p>
<p><b>BCGCA3001B</b></p> <p>Carry out general demolition to minor building structures</p>	<p><b>Task 10</b></p> <p>Produce a demolition plan and demolish a section of a standard house to accommodate an extension, including removal of an external load bearing wall to form an opening of no less than three (3) metres wide.</p>
<p><b>BCGCA3002B</b></p> <p>Carry out setting out</p>	<p><b>Task 11</b></p> <p>Set out a full size L shape building on a relatively level site to specifications and within Local Government laws.</p>
<p><b>BCGCA3004B</b></p> <p>Construct wall frames</p>	<p><b>Task 12</b></p> <p>Plan, prepare, set out, construct and erect framed walls to accommodate roofing to regulation height and to a minimum of a full size one bedroom home or equivalent (includes a bedroom, lounge, kitchen and bathroom of not less than 30 sqm) including window and door openings, bracing, internal/external corner and a T junction to specifications. <i>This could be completed in conjunction with other relevant framing units.</i></p>
<p><b>BCGCA3005B</b></p> <p>Construct ceiling frames</p>	<p><b>Task 13</b></p> <p>Set out, construct and erect a ceiling incorporating a hanging beam, ceiling trimmers and strutting beam to specifications for a full size one (1) bedroom home or equivalent (includes a bedroom, lounge, kitchen and bathroom not less than 30 sqm). <i>This could be completed in conjunction with other relevant framing units.</i></p>
<p><b>BCGCA3007B</b></p> <p>Construct a pitched roof</p>	<p><b>Task 14</b></p> <p>Set out, construct and erect a scotch valley, broken hip and valley, hip and valley roof incorporating a gable end for a full sized one (1) bedroom home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 sqm) including set out of a pattern rafter with creeper reductions and methods of roof bevels and roof member lengths. <i>This could be completed in conjunction with other relevant framing units.</i></p>

Unit of Competency	Practical Task
<p><b>BCGCA3010B</b></p> <p>Install and replace windows and doors</p>	<p><b>Task 15</b></p> <p>Complete the following:</p> <ul style="list-style-type: none"> <li>- Install one (1) standard window or glazed sliding door unit to specifications;</li> <li>- replace one (1) standard window or glazed sliding door unit to specification;</li> <li>- construct and fit one (1) standard external rebated door jamb/frame to specification; and</li> </ul> <p>fit and hang one (1) standard door including the door furniture and a pair of doors with door jambs to specification.</p>
<p><b>BCGCA3023B</b></p> <p>Carry out levelling operations</p>	<p><b>Task 16</b></p> <p>Complete the following:</p> <p>set-up and test the levelling equipment;</p> <p>transfer levels and record differences in height undertaking a closed traverse using both the rise and fall method and the height of instrument method in various positions;</p> <p>confirm accuracy of the readings taken including set up and movement of device in two (2) locations;</p> <p>take accurate recording of the results of each levelling procedure to organisational requirements; and</p> <p>Calculation of distances using an optical levelling instrument and levelling staff.</p>
<p><b>BCGCA2003B</b></p> <p>Erect and dismantle formwork for footings and slabs on ground</p>	<p><b>Task 17</b></p> <p>Form up a slab on ground to a minimum of nine (9) sqm, incorporating an edge rebate and internal corner to specifications and form up a step to a foundation excavation to specified masonry units.</p>
<p><b>BCGCA3003B</b></p> <p>Install flooring systems</p>	<p><b>Task 18</b></p> <p>Develop one (1) bearer and joist system constructed on a support system (stumps, posts or piers) applicable to local conditions, to carry external walls and internal walls parallel to joists to a full sized one (1) bedroom home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 sqm), plus the installation of a tongue and groove fitted strip flooring surface and an approved wet area floor system to the bathroom area plus one (1) system of similar size as above with either a sheet or strip platform system.</p>
<p><b>BCGCA3006B</b></p> <p>Erect roof trusses</p>	<p><b>Task 19</b></p> <p>Set out and erect a roof comprising a minimum of one (1) hip end, one (1) valley and enough standard trusses to incorporate bracing for a full size roof. <i>This could be completed in conjunction with other relevant framing units.</i></p>
<p><b>BCGCA3008B</b></p> <p>Construct eaves</p>	<p><b>Task 20</b></p> <p>Complete the marking and cutting of roof members to line to accommodate plumb fascia and barge for three (3) metres of overhand barge eaves, three (3) metres of boxed eaves and three (3) metres of raking eaves, each to include an apex junction on the barge, a junction between the barge and the plumb fascia, a junction at the valley and a eaves junction at the hip to a brick wall.</p>

Unit of Competency	Practical Task
<p><b>BCGCA3009B</b></p> <p>Construct advanced roofs</p>	<p><b>Task 21</b></p> <p>Complete a roof to be constructed that must include a hip end other than square on plan (hexagonal or octagonal), for a full size project.</p>
<p><b>BCGCA3011B</b></p> <p>Refurbish timber sashes to window frames</p>	<p><b>Task 22</b></p> <p>Remove, refurbish and refit a sash to a top or side hung casement frame and remove, refurbish and refit a pair of sashes to a double hung window.</p>
<p><b>BCGCA3012B</b></p> <p>Frame and fit wet area fixtures</p>	<p><b>Task 23</b></p> <p>Complete the following:</p> <ul style="list-style-type: none"> <li>set out height and level of one (1) bath and one shower;</li> <li>install one (1) bath and one (1) shower to regulations including all required flashings and noggings for lining requirements; and</li> <li>install the framing for one (1) sink/basin.</li> </ul>
<p><b>BCGCA3013B</b></p> <p>Install linings, panelling and moulding</p>	<p><b>Task 24</b></p> <p>Complete the following:</p> <ul style="list-style-type: none"> <li>- line one (1) wall to a minimum of three (3) metres by 2.4 metres with lining boards including one (1) opening to specifications;</li> <li>- line one (1) wall to a minimum of three (3) metres by 2.4 metres with sheet panelling including one (1) opening to specifications;</li> <li>- install fitted profiled architraves to a minimum of one (1) door or one (1) window or a combination of both, with specified margins and tight fitting mitre joints;</li> <li>- cut and fix a profiled skirting with a minimum of one (1) internal scribed joint, one (1) external mitre joint with tight fitting joints;</li> <li>- scribe and mitre a scotia, quad and colonial architrave with a minimum of one (1) internal joint and one (1) external mitre joint with tight fitting joints;</li> <li>- construct a pelmet with two (2) return ends able to be fixed and removed upon completion;</li> <li>- construct a raking mould using either an internal scribed or external mitre joint with tight fitting joints.</li> </ul>
<p><b>BCGCA3014B</b></p> <p>Construct bulkheads</p>	<p><b>Task 25</b></p> <p>Construct a segmental curved bulkhead, a minimum of three (3) metres in radius with a depth of 600mm to plumb, line and level in accordance with job specifications.</p>
<p><b>BCGCA3015B</b></p> <p>Assemble partitions</p>	<p><b>Task 26</b></p> <p>Set out and assemble a minimum of nine (9) sqm of full height partitioning including the set out of a corner which is internal/external and a T intersection and include a window and door panel to square and plumb in accordance with job specifications.</p>
<p><b>BCGCA3016B</b></p> <p>Construct timber external stairs</p>	<p><b>Task 27</b></p> <p>Complete the setting out and construction of a set of full size stairs (free standing or against a wall) including a landing, handrail and balustrade to a minimum height of 1.2 m, in accordance with regulations and job specifications.</p>

Unit of Competency	Practical Task
<p><b>BCGCA3017B</b></p> <p>Install exterior cladding</p>	<p><b>Task 28</b></p> <p>Produce a storey/set out rod for a full height wall using a weatherboard of a given profile or end cover, fix the weatherboards to a height of at least six (6) rows, incorporating an internal and external corner with stops, together with flashings and sarking for a window and a door. In addition, install a minimum of two (2) different types of panels, incorporating an internal and external corner with stops, vertical and horizontal joints, together with flashings and sarking for a window and a door.</p>
<p><b>BCGCA3018B</b></p> <p>Construct, erect and dismantle formwork for stairs and ramps</p>	<p><b>Task 29</b></p> <p>Assess the height and going of stairs to construct, erect and dismantle the formwork for a flight of stairs (free standing or against a wall), including a landing, with a minimum rise of flight of 1800mm. Complete the construction, erection and dismantling of a ramp with a rise of 400 mm.</p>
<p><b>BCGCA3019B</b></p> <p>Erect and dismantle formwork to suspended slabs, columns, beams and walls</p>	<p><b>Task 30</b></p> <p>Complete the set out and erection of suspended slab formwork (slab size a minimum of 30 sqm) incorporating a beam and two different types of column with a specified formwork system at a minimum height of 2.4 metres.</p>
<p><b>BCGCA3020B</b></p> <p>Erect and dismantle jump form formwork</p>	<p><b>Task 31</b></p> <p>Complete as part of a team, the erection and dismantling of the jump form formwork for one operation.</p>
<p><b>BCGCA3021B</b></p> <p>Erect and dismantle slip form formwork</p>	<p><b>Task 32</b></p> <p>Complete as part of a team, the erection and dismantling of the slip form formwork for one operation.</p>
<p><b>BCGCA3022B</b></p> <p>Install curtain walling</p>	<p><b>Task 33</b></p> <p>Prepare external surfaces to receive fixings and check for conformity with tolerances for plumb and line. Check, place, fix and seal sections of curtain walling for a multi-storey project.</p>
<p><b>BCGCM3001B</b></p> <p>Operate elevated work platforms</p>	<p><b>Task 34</b></p> <p>Operate an elevated work platform to perform predetermined work.</p>
<p><b>BCGSF2003B</b></p> <p>Cut and bend materials using Oxy/LPG equipment</p>	<p><b>Task 35</b></p> <p>Use safely OXY/LPG equipment to cut and bend different size steel plate/bars.</p>
<p><b>BCGSF2004B</b></p> <p>Place and fix reinforcement materials</p>	<p><b>Task 36</b></p> <p>Prepare the materials and equipment, cut, place and fix the reinforcement for an area of least 20 square metres, in accordance with job specifications and must include deformed bars, rods and mesh sheets.</p>

Unit of Competency	Practical Task
<p><b>BCF3006A</b></p> <p>Assemble and install stairs</p>	<p><b>Task 37</b></p> <p>Assemble and install in location one timber stair to a second storey, which include a landing, handrail and balustrade and assemble and install one spiral stair with central post and curved string.</p>
<p><b>BCF3009A</b></p> <p>Setting out of windows and doors</p>	<p><b>Task 38</b></p> <p>Set out, measure and mark out the components for one house lot of windows and doors for a standard four bedroom home, including sliding, double hung and casement windows, panel and glazed doors.</p>
<p><b>BCF3010A</b></p> <p>Manufacture components for door and window frames, doors and sashes</p>	<p><b>Task 39</b></p> <p>Set up machines and machine the components for one house lot of windows and doors for a standard four bedroom home, including sliding, double hung and casement windows, panel and glazed doors.</p>
<p><b>BCF3011A</b></p> <p>Assemble doors and windows</p>	<p><b>Task 40</b></p> <p>Assemble the window frame, door frame, sash and door components for one house lot of windows and doors for a standard four bedroom home, including sliding, double hung and casement windows, panel and glazed doors.</p>
<p><b>BCPCM2013A</b></p> <p>Weld using arc welding equipment</p>	<p><b>Task 41</b></p> <p>Use arc welding equipment to weld butt joints in 8mm mild steel plate 150mm long, fillet weld 8mm mild steel plate 150mm long, run of beads on 8mm mild steel plate 150mm long, pad weld 75mm square 8mm mild steel plate and fillet weld on 8mm mild steel plate, all to work specifications.</p>
<p><b>BSBSBM301A</b></p> <p>Research business opportunities</p>	<p><b>Task 42</b></p> <p>Evaluate the results of research and assess the likely viability and practicability of a business opportunity, taking into account the current business/ market climate and resources available.</p>
<p><b>LMFFM3006A</b></p> <p>Install furnishing products</p>	<p><b>Task 43</b></p> <p>Install furniture to floor and walls, this may include kitchens, vanities and wall units.</p>
<p><b>LMFGG2008A</b></p> <p>Glaze/reglaze residential windows and doors</p>	<p><b>Task 44</b></p> <p>Complete the following:</p> <ul style="list-style-type: none"> <li>▪ glaze timber putty faced and beaded window sashes including fixed, sliding, double hung, casement and awning sashes;</li> <li>▪ glaze metal channel and beaded window sashes including fixed, sliding, double hung, casement and awning sashes;</li> <li>▪ glaze timber putty faced and beaded doors including fixed, sliding, hinged, pivot and bi-fold doors;</li> <li>▪ glaze metal channel and beaded doors including fixed, sliding, hinged, pivot and bi-fold doors;</li> <li>▪ reglaze timber and metal windows and doors including hack out, safe removal of beads and glass; and</li> <li>▪ reinstallation of sash cords, unique and spring balances on timber and metal double hung windows.</li> </ul>