



**EVERTHOUGHT
EDUCATION**

**Everthought Education
RTO Code: 32438**

Recognition of Prior Learning – Unit Guide

Qualification Code

CPC30220

Qualification Name

Certificate III in Carpentry

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Section 1. UNIT DESCRIPTION

This document is designed to assist candidates with the self-assessment questionnaire to rate themselves against each unit of competency.

1.01 CORE UNITS

1.01(a) CPCCOM1012 Work effectively and sustainably in the construction industry

This unit of competency specifies the skills and knowledge required to work effectively and sustainably in the construction industry. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Tasks

- I participate in planning work tasks with team members
- I work with team members to complete work tasks safely and to specification
- I understand the range of employment pathways in construction and the skills required for these
- I understand and follow environmental and resource efficiency requirements

1.01(b) CPCCOM1014 Conduct workplace communication

This unit of competency specifies the skills and knowledge required to communicate effectively with other workers in a construction workplace environment. The unit includes gathering, conveying and receiving information through verbal and written forms of communication. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Tasks

- I use effective communication skills when receiving and communicating information verbally
- I access and interpret information from a range of sources
- I complete written reports and records accurately and according to procedures
- I participate effectively in meetings

1.01(c) CPCCOM1015 Carry out measurements and calculations

This unit of competency specifies the skills and knowledge required to undertake basic measurements and calculations to determine task and material requirements in a construction work environment. A person working at this level would be expected to complete tasks assigned to them, under supervision.

Tasks

- I select and use a range of measuring equipment and methods to perform calculations
- I perform calculations of measurements and quantities for weight, area, volume, perimeter, circumference, ratio and percentage
- I convert measurements in metres to millimetres and measurements in millimetres to metres
- I check and record calculations according to procedures

1.01(d) CPCWHS2001 Apply WHS requirements, policies and procedures in the construction industry

This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others. The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials,

including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity.

Tasks

- I identify and report hazards and risks on the construction site according to procedures
- I complete incident reports according to procedures and legislations
- I correctly identify and handle and use hazardous materials as is appropriate and according to legislative requirements
- I identify, wear, fit and use PPE appropriate to the work task and environment
- I apply and follow safe work practices, including JSA's SWMS and SDS's and risk controls relevant to work task
- I understand, follow and carry out emergency procedures

1.01(e) CPCWHS3001 - Identify construction work hazards and select risk control strategies

This unit of competency specifies the skills and knowledge required to participate in preparing a job safety analysis (JSA) for general hazards, and a safe work method statement (SWMS) for high risk work hazards on construction sites as specified in work health and safety (WHS) legislation. It includes meeting all relevant requirements of the National Construction Code (NCC), Australian Standards and Commonwealth and state or territory legislation.

Tasks

- I understand tasks that are deemed to be high-risk construction work
- I prepare and implement JSA and SWMS as appropriate for the work task
- I understand and apply the hierarchy of controls

1.01(f) CPCCCM2006 Apply basic levelling procedures

This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set-out of building components. It includes the set-up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment. The unit supports workers in the construction industry who use a variety of common methods and equipment when working with others and as a member of a team. It applies to levelling work on residential and commercial work sites.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set up levelling device and check for tolerances according to manufacturers specifications
- I correctly use a range of levelling equipment to complete levelling tasks and record results according to requirements
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(g) CPCCOM3006 Carry out levelling operations

This unit of competency specifies the skills and knowledge required to carry out levelling operations to establish correct and accurate set-out of buildings and components, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I use the rise and fall and height of collimation methods
- I set up, test and use levelling devices
- I undertake closed and open traverses using a range of levelling equipment

- I calculate distances using stadia lines.

1.01(h) CPCCCO2013 Carry out concreting to simple forms

This unit of competency specifies the skills and knowledge required to safely install formwork, reinforcement and place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I prepare and erect formwork
- I place and tie reinforcement
- I place concrete to specified depth and finish
- I strip, clean and store formwork according to procedures
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(i) CPCCCM2012 Work safely at heights

This unit specifies the skills and knowledge required to work safely on construction sites where the worker has the potential to fall from one level to another. This unit of competency does not cover the erection of scaffold or work platforms, but it does include identifying and reporting common faults with scaffold or work platform systems. Work at heights is undertaken in a range of construction work, including new construction, renovation, refurbishment and maintenance. This unit also applies to workers in other industries who need to control the two separate risks associated with people and objects falling from heights.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I check, install/fit and apply fall protection equipment appropriate to the task
- I access work area, conduct work tasks and exit work area safely to eliminate or minimise risk of falling objects
- I traverse between anchor points remaining connected to fall protection system

1.01(j) CPCCCM2008 Erect and dismantle restricted height scaffolding

This unit specifies the skills and knowledge required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. This unit is restricted to modular scaffolding to a height of 4 metres and includes:

- placement of safety barriers
- the application of knowledge to handle, erect and dismantle a range of restricted height scaffolding systems.

It applies to workers who work in a range of industries. It involves working in a team environment.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I establish footing and erect scaffolding according to procedures and Australian Standards
- I inspect, repair and alter scaffolding as required
- I dismantle scaffolding safely using reverse of procedure for erection
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(k) CPCCCA2002 Use carpentry tools and equipment

This unit of competency specifies the skills and knowledge required to select and safely use and maintain carpentry tools and equipment, meeting all relevant requirements of national construction codes, Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes hand tools, power tools, pneumatic tools and equipment. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I use a range of hand, power and pneumatic tools as appropriate for the task
- I sharpen and maintain tools according to manufacturers specifications
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(l) CPCCCA2011 Handle carpentry materials

This unit of competency specifies the skills and knowledge required to safely manually handle and store carpentry materials, meeting all relevant requirements of work health and safety (WHS) and Commonwealth and state or territory legislation. The unit includes preparing material for mechanical handling and applying environmental management principles associated with carpentry materials. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I manually handle, sort, stack and store a wide range of construction materials
- I prepare materials for mechanical handling, stacking, securing, unloading and moving as appropriate
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(m) CPCCCA3001 Carry out general demolition of minor building structures

This unit of competency specifies the skills and knowledge required to carry out general demolition work of minor building structures to facilitate alterations, extensions and additions to a building in residential and commercial sites. It includes work being completed to schedules, plans and specifications. This unit is designed for those working as a member of a team safely demolishing existing building structures and disposing of the waste materials. It applies to concreters, carpenters and other construction workers working as members of a team.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I carry out demolition procedures in accordance with safe and effective processes of deconstructing or demolishing a minor building structure
- I safely handle, move, store and stack materials and components as required
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(n) CPCCCA3002 Carry out setting out

This unit of competency specifies the skills and knowledge required to identify perimeter site boundaries and survey indicators to establish, measure and set up profiled set-outs for buildings and structural components of building work, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes setting out pads, posts,

slabs, strips, and stumps and installing string lines to profile the footings of a building and associated structures on a site.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I locate survey pegs and set string lines to show site boundary markings
- I install pegs and profiles and accurately set out first line for building alignment
- I use triangulation principles to set out right angle corners
- I install other building lines and check lines for square according to required tolerances

1.01(o) CPCCCA3003 Install flooring systems

This unit of competency specifies the skills and knowledge required to plan, prepare, set out and install timber and steel flooring systems to support the internal and external walls of a residential building, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation and National Association of Steel-Framed Housing (NASH) standard for steel-framed construction in bushfire areas. The unit includes installation of flooring systems in bedrooms, living areas, kitchens, bathrooms, balconies and decks.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out and install support structure according to drawings and specifications
- I install bearers checking and adjusting for square, in-line and level
- I install floor joists, supporting blocks and trimmers
- I cut, prepare and install flooring according to specifications
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(p) CPCCCA3004 Construct and erect wall frames

This unit of competency specifies the skills and knowledge required to plan, prepare, set out, construct and erect load-bearing and non-load-bearing wall frames for the different types of loadings, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes setting out, cutting and fabrication of timber frames and preparation of steel frames and the erection, connection and bracing of frames.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out and assemble wall frames, lintels and bracing
- I erect frames, fix into place and align using fixtures and fastenings in accordance with AS 1684 and NASH standards
- I complete installation according to specifications
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(q) CPCCCA3005 Construct ceiling frames

This unit of competency specifies the skills and knowledge required to plan, prepare, set-out, construct and erect timber ceiling frames to accommodate ceiling joists, hanging beams, strutting beams, combined hanging/strutting beams, and combined strutting/counter beams, meeting all relevant requirements of the National Construction Code

(NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes selection of members and setting out of ceiling frames in conjunction with roof members.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out ceiling according to AS 1684
- I cut and install ceiling joists, trimmers, hanging beams, counter beams, strutting beams and combinations of these components as per AS 1684
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(r) CPCCCA3006 Erect roof trusses

This unit of competency specifies the skills and knowledge required to select, set out, erect and brace timber and steel roof trusses in preparation for the installation of waterproof roof coverings, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, National Association of Steel-framed Housing (NASH) Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes erection of manufactured roof trusses in accordance with AS 4440 Installation of nail-plated timber roof trusses.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I construct and fix roof bracing following AS 4440 Installation of nail-plated timber roof trusses and National Association of Steel-framed Housing (NASH) Standards.
- I install roof and internal wall bracing connections, including tie downs, for wind load following manufacturers' guidelines and AS 4440 and NASH
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(s) CPCCCA3007 Construct pitched roofs

This unit of competency specifies the skills and knowledge required to set out, construct and erect pitched roofs to accommodate roof coverings for weatherproofing purposes, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes determining the required materials and process, and constructing scotch valley gable, broken hip and valley roof structures.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out roof members according to specifications
- I cut and fix main ridge boards, common rafters, hip and valley rafters and creeper rafters
- I cut and install under-purlins, struts, collar ties, tie-downs and trimmers according to standards and specifications
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(t) CPCCCA3008 Construct eaves

This unit of competency specifies the skills and knowledge required to prepare, set out and construct eaves, including the cutting and fixing of fascia and barges to provide a finish between the wall and the roof, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes:

- construction of boxed and raked eaves

- finishing of gable ends including verge and flush.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I prepare and construct boxed eaves with soffit bearers and set-out and install eave supports
- I prepare and fix lining, cladding, soffits and mouldings and fit raked eaves
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(u) CPCCCA3010 Install windows and doors

This unit of competency specifies the skills and knowledge required to plan, prepare and install window and door units, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I position and install window units according to specifications
- I prepare internal and external door openings, and construct and fix jamb
- I install door according to AS2688 and fix door furniture according to manufacturers specifications
- I install cavity door and door unit according to specifications
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(v) CPCCCA3016 Construct, assemble and install timber external stairs

This unit of competency specifies the skills and knowledge required to construct, assemble and install timber external stairs of one or more flights to provide access into a building or structure, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes external stairs:

- installed from ground level to a landing
- constructed with open risers and with housed strings or metal brackets to accommodate treads
- freestanding or installed against an existing wall
- incorporating timber treads, stringers and balustrading.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out stair components according to drawings and cut treads to length
- I cut and attach stringers and fix treads to stringers
- I fix bracing and lateral ties to newels
- I cut, fit and fix handrails and balusters and finish to specifications
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(w) CPCCCA3017 Install exterior cladding

This unit of competency specifies the skills and knowledge required to apply material finishes to an external framed wall surface for the purpose of weatherproofing and securing the building, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes application of both sheet and linear style claddings in a range of materials.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I fit and fix noggins to frames and prepare to cladding manufacturers installation instructions
- I cut and fix thermal and moisture management materials according to instructions
- I set out, cut and fix horizontal weatherboards according to specifications
- I cut, fit and fix panelling plumb and level
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(x) CPCCCA3024 - Install lining, panelling and moulding

This unit of competency specifies the skills and knowledge required to prepare, set out and install lining and panelling to masonry and timber and/or metal framed walls, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes installation of mouldings to provide decorative finishes.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I prepare surface and install panelling/lining to plumb, level and uniform plane
- I mark, cut, position and fit architraves, mouldings and skirtings
- I set out raked moulding and shape to pattern
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(y) CPCCCA3025 Read and interpret plans, specifications and drawings for carpentry work

This unit of competency specifies the skills and knowledge required to read and interpret plans and specifications for carpentry work in order to plan and sequence the work, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation.

Tasks

- I locate, access and verify plans, specifications and drawings
- I interpret construction plans, drawings and their features and check against worksite
- I orient plans with the site and locate site services and other features from plan
- I determine project requirements from plans, specifications and drawings, including environmental, location, dimensions, finishes, materials requirements and tolerances

1.01(z) CPCCCA3028 Erect and dismantle formwork for footings and slabs on ground

This unit of competency specifies the skills and knowledge required to erect and dismantle formwork for slabs on ground, rebates to slabs on ground, and steps to strip footings, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes:

- establishing required levels on site and constructing formwork using boxing materials, including timber, metal, masonry, fibre cement sheeting or reconstituted timber products, and fixings to contain wet poured concrete until it is completely cured
- stripping the formwork and preparing and storing it for re-use.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I prepare, construct and erect formwork to specifications
- I apply release agent to formwork face following manufacturers' specifications.
- I safely strip, clean and store reusable formwork components
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.01(aa) CPCCOM3001 Perform construction calculations to determine carpentry material requirements

This unit of competency specifies the skills and knowledge required to plan and perform calculations to determine material requirements for a construction project.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I calculate area and volume of construction materials for the project
- I calculate the materials requirements for construction for the project, including quantities of wall, roofing, flooring, cladding and lining materials
- I check calculations for accuracy and record results according to procedures

1.02 ELECTIVE UNITS

1.02(a) CPCCCA3012 Frame and fit wet area fixtures

This unit of competency specifies the skills and knowledge required to install supporting framework for fixtures and flashings for wet area construction of a bath, shower base, and prepare for wet area linings, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes setting out, cutting and fabrication of frames and installation of frames in bathroom, laundry, shower, toilet and en suite wet areas.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out and construct frames for bath installation
- I set out and construct frames for shower base installation
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.02(b) CPCCCA3014 Construct and install bulkheads

This unit of competency specifies the skills and knowledge required to construct bulkheads for decorative purposes, to contain fittings, such as range hoods and cupboards, to conceal services, and to help facilitate changes in ceiling heights, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes preparing for sheeting bulkheads with plasterboard, lining boards, reconstituted timber products and metal or plastic decorative panels; and installation of bulkheads which may be hung from, incorporated into, or fastened onto a structure in situ.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out, fabricate, assemble and install bulkhead components according to plans and specifications
- I set out and install pre-manufactured bulkheads
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.02(c) CPCCCA3018 Construct, erect and dismantle formwork for stairs and ramps

This unit of competency specifies the skills and knowledge required to construct, erect and dismantle formwork for stairs and ramps to provide access between floors and landings, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. It includes:

- establishing required levels on site
- constructing timber, metal or prefabricated formwork to contain wet poured concrete until it is completely cured
- stripping the formwork
- preparing and storing formwork for re-use.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I prepare, construct and erect formwork to specifications
- I safely strip, clean and store reusable formwork components
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.02(d) CPCCCA3019 Erect and dismantle formwork to suspended slabs, columns, beams and walls

This unit of competency specifies the skills and knowledge required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above-ground construction, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes:

- setting out, assembling and bracing formwork
- sorting formwork materials and preparing for re-use

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I prepare, construct and erect formwork to specifications
- I safely strip, clean and store reusable formwork components

- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.02(e) CPCCCA3020 Erect and dismantle jump form formwork

This unit of competency specifies the skills and knowledge required to erect and dismantle jump-form formwork for concrete-pouring activities to construct wall structures where the formwork process is continuous, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit includes curved and straight jump-form formwork, which is erected and then moved to its next position. Jump-form formwork requires work as a member of a mixed trades team, including carpenters, riggers, electricians, concreters and steel fixers.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out and locate jump-form formwork
- I assemble core form system according to specifications
- I set out, construct and install penetrations
- I work with rigger and other team members to jump the formwork
- I clear work area, clean, check and store tools and equipment according to manufacturers specifications

1.02(f) CPCCCA3027 Set up, operate and maintain indirect action powder-actuated power tools

This unit of competency specifies the skills and knowledge required to set-up, operate and maintain powder-actuated power tools safely and effectively to fasten materials or fix fasteners to bases, meeting all relevant requirements of work health and safety (WHS), and Commonwealth and state or territory legislation.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I set out fasteners and position materials
- I prepare powder-actuated power tool for use according to manufacturers specifications
- I operate powder-actuated power tool appropriate to the task and in accordance with manufacturers' recommendations, legislation, regulations and codes of practice
- I clear work area, clean, check, maintain and store tools and equipment according to manufacturers specifications

1.02(g) CPCCCM2002 Carry out hand excavation

This unit of competency specifies the skills and knowledge required to undertake hand excavation tasks to form excavations for footings and the provision of services. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I prepare excavation site locating services and establishing temporary drainage system as required
- I dig excavations with hand tools and install basic trench/excavation support
- I clear work area, clean, check, maintain and store tools and equipment according to manufacturers specifications

1.02(h) CPCCSF2004 Place and fix reinforcement materials

This unit of competency specifies the skills and knowledge required to place and fix reinforcement for concrete work as part of construction processes. It includes:

- planning and preparing for the work
- final preparation for placement
- placing and fixing reinforcement
- checking the reinforcement
- completing clean-up activities.

It applies to concreters working as members of a team.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I select suitable tools and equipment, check for serviceability and rectify faults as appropriate
- I check formwork and prepare reinforcement materials for placement
- I place and fix reinforcement in accordance with plans and specifications
- I check reinforcement prior to concrete pour
- I clear work area, clean, check, maintain and store tools and equipment according to manufacturers specifications

1.02(i) CPCCCM3005 Calculate costs of construction work

This unit of competency specifies the outcomes required to estimate materials, overheads, labour and time requirements and establish costs for the provision of products and services for construction work. The unit supports tradespersons and those in independent construction job roles to cost a construction project or part of a construction project. It applies to construction work on residential and commercial sites.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I inspect work site, confirm job requirements, identify hazards and risks and apply risk controls
- I estimate materials, labour and time requirements of the project
- I calculate individual costs of materials, labour and overheads and other project costs
- I calculate total work cost and apply mark-up according to procedures to determine final cost
- I check calculations and document costs and calculations according to procedures

1.02(j) CPCCOM1013 Plan and organise work

This unit of competency specifies the skills and knowledge required to plan and organise basic work tasks on a construction site. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Tasks

- I identify job requirements through work instructions, plans and drawings and other relevant documentation
- I break work task into component tasks and estimate time and personnel requirements for each component task
- I identify tools, equipment and PPE requirements
- I plan sequence of component tasks in logical order and prepare work plan
- I work with team to review work plan and allocate roles and responsibilities to perform the task

1.02(k) BSBESB402 - Establish legal and risk management requirements of new business ventures

This unit describes the skills and knowledge required to identify and comply with legal and risk management requirements of the business or new business venture, including negotiating, creating and planning for legal contracts used within the business, where required. The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

Tasks

- I identify legal structures and risk management requirements for business
- I implement procedures and processes to comply with legislative and regulatory requirements, including document retention
- I negotiate and arrange contracts for products and services according to business plan
- I identify business risks and develop and implement a plan to prioritise and treat risks
- I seek identify and access reliable sources of information and advice relating to business matters