

Certificate III in Carpentry Student Handbook Addition

*This handbook should be read in conjunction with the MBA GT
Student Handbook*



**MASTER BUILDERS
GROUP TRAINING**

RTO NO. 88163

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Introduction to Carpentry at MBA GT

Welcome to the start of your off-the-job training component of your Carpentry Apprenticeship. Your employer has nominated MBA Group Training Limited (often referred to as **MBA GT**) to be your Registered Training Provider (RTO). This handbook is designed to inform you of the specific information you will need to navigate through your Carpentry studies.

The CPC30220 Certificate III in Carpentry qualification covers the essential skills and knowledge required to commence your career as a qualified tradesperson in the construction industry. This is a trade qualification for carpenters in residential and commercial workplaces, and includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials.

As this qualification is delivered through an Australian Apprenticeship arrangement, it is expected that students are working full-time during non-training weeks.

MBA GT staff

In addition to your class trainer, you will regularly see or be in contact with the following MBA GT staff.



Allan Warren

GM Training

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Malcolm Beer

Carpentry Training Manager

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Training

Units of Competency

All Australian Apprenticeships are 'competency based' which means training can be completed as soon as the required skill level in the qualification is reached. The skills and knowledge expected by industry to perform in certain job roles or functions are described in the units of competency. These requirements are developed in collaboration with industry stakeholders and are recognised nationally.

The CPC30220 Certificate III in Carpentry qualification contains 34 units of competency. The requirements for each unit delivered by MBA GT as part of this qualification are available on the National Register (training.gov.au) and also included in your training plan. The units delivered by MBA GT were determined in collaboration with both residential and commercial construction representatives.

Block Training

MBA GT delivers the CPC30220 Certificate III in Carpentry qualification across 3 stages of training, running over 3 – 4 years. Students are required to attend 6 blocks of training per stage, each block running for 4 – 5 days.

There are three short courses delivered outside of the block training schedule, each requiring 1 day of training and assessment. It is expected that students attend each day of every block and all three short courses.

Training dates for each stage/block will be sent via email at the time of enrolment. Future training dates will be sent via email before the completion of the previous year training blocks.

CPC30220 UNIT DELIVERY SCHEDULE			
SHORT COURSES			
Unit Code		Unit Title	Core/Elective
CPCCCM2012*	Work safely at heights		CORE
CPCCCM2008*	Erect and dismantle restricted height scaffolding		CORE
CPCCCM3001	Operate elevated work platforms up to 11 metres		ELECTIVE (A)
STAGE 1			
Block	Unit Code	Unit Title	Core/Elective
Stage 1 Block 1 – Safety and powder actuated tools	CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry	CORE
	CPCCCA3027*	Set up, operate, and maintain indirect action powder-actuated power tools	ELECTIVE
Stage 1 Block 2 – Tools and equipment	CPCCCA2011*	Handle carpentry materials	CORE
	CPCCCA2002*	Use carpentry tools and equipment	CORE
Stage 1 Block 3 – Communication and working effectively	CPCCOM1015	Carry out measurements and calculations	CORE
	CPCCOM1012	Work effectively and sustainably in the construction industry	CORE
	CPCCOM1014	Conduct workplace communication	CORE
Stage 1 Block 4 – Plans, specs and risk control	CPCWHS3001	Identify construction work hazards and select risk control strategies	CORE
	CPCCCA3025*	Read and interpret plans, specifications and drawings for carpentry work	CORE
Stage 1 Block 5 – Hand excavation and concreting	CPCCCM2006	Apply basic levelling procedures	CORE
	CPCCCM2002*	Carry out hand excavation	ELECTIVE
	CPCCCO2013*	Carry out concreting to simple forms	CORE
Stage 1 Block 6 – Set out and levelling	CPCCCA3002*	Carry out setting out	CORE
	CPCCOM3006	Carry out levelling operations	CORE

*Asterix indicates that CPCCWHS2001 is a pre-requisite unit of competency.

STAGE 2			
Block	Unit Code	Unit Title	Core/Elective
Stage 2 Block 1 – Formwork	CPCCCA3028*	Erect and dismantle formwork for footings and slabs on ground	CORE
	CPCCSF2004*	Place and fix reinforcement materials	ELECTIVE
Stage 2 Block 2 – Flooring	CPCCCA3003*	Install flooring systems	CORE
Stage 2 Block 3 – Wall frames and demo	CPCCCA3004*	Construct and erect wall frames	CORE
	CPCCCA3001*	Carry out general demolition of minor building structures	CORE
Stage 2 Block 4 – Ceilings and bulkheads	CPCCWC3004*	Install suspended ceilings	ELECTIVE
	CPCCCA3014*	Construct and install bulkheads	ELECTIVE
Stage 2 Block 5 – Trusses	CPCCCA3006*	Erect roof trusses	CORE
Stage 2 Block 6 – Eaves	CPCCCA3008*	Construct eaves	CORE
STAGE 3			
Block	Unit Code	Unit Title	Core/Elective
Stage 3 Block 1 – Cladding and windows	CPCCCA3017*	Install exterior cladding	CORE
	CPCCCA3010*	Install windows and doors (Windows Only)	CORE
Stage 3 Block 2 – Wet areas and doors	CPCCCA3012*	Frame and fit wet area fixtures	ELECTIVE
	CPCCCA3010*	Install windows and doors (Doors Only)	CORE
Stage 3 Block 3 – Stairs	CPCCCA3016*	Construct, assemble and install timber external stairs	CORE
Stage 3 Block 4 – Line, panel and moulding	CPCCCA3024*	Install lining, panelling and moulding	CORE
Stage 3 Block 5/6 – Roofing and calculations (2-week duration)	CPCCCA3005*	Construct ceiling frames	CORE
	CPCCCA3007*	Construct pitched roofs	CORE
	CPCCOM3001	Perform construction calculations to determine carpentry material requirements	CORE

**Asterix indicates that CPCCWHS2001 is a pre-requisite unit of competency.*

Attendance, Absences & Missed Classes

If you are unable to attend a block of training, it is vital that you or your employer contact MBA GT as soon as possible. This information should be directed to the Qualifications Coordinator.

Where this information is provided by an apprentice, your employer will be contacted to confirm this information and to arrange an alternative block to attend.

If you are absent or late for a day of training, you should notify your trainer. If you do not have specific contact details for your trainer, you should contact Vicky (Qualifications Coordinator) or reception on (02) 6175 5900 and leave a message to be passed on to your trainer.

Updating your details

It is important for MBA GT to be kept up to date with all you and your employer's contact details.

If you need to update your mobile number, change your home address or employer, or any other updates to your personal details, please notify the Qualifications Coordinator as soon as possible.

Training Plan

All training delivered under an Australian Apprenticeships training contract is required to be documented in a training plan. The training plan sets out details of how, when and by whom training and assessment is conducted for the student to achieve the competencies required for a qualification.

The training plan must be signed by both the employer and student before the commencement of training. An updated training plan will be issued every 6 months.

MBA GT will update your training plan with results and any changes to your training schedule throughout your qualification. You can request an updated copy of your training plan at any time from the Qualifications Coordinator.

Training Record Book

All students will be provided with a training record book (TRB). The TRB is to be used in collaboration with your employer to document informal learning in the workplace, record the required workplace tasks for each unit of competency, and can be used during the formal training and assessment activities with MBA GT throughout your apprenticeship.

It is the student's responsibility to ensure that the TRB is completed, maintained and kept in a secure location at the workplace. You can request a new TRB from the Qualifications Coordinator at any time.

AVETARS

The ACT Vocational Education and Training Administration Records System (AVETARS) is the online application used by Skills Canberra as the State Training Authority (STA) to manage vocational education and training (VET) administration in the ACT.

As an Australian Apprentice, your training contract details, unit results, and other records related to your training contract are held in AVETARS. You can use AVETARS to update your details, initiate or approve a variation to your training contract (such as a suspension or cancellation) and to claim your completion payment if you are eligible.

For further information on AVETARS, please visit: [AVETARS User Manual – Australian Apprentices](#).

Mobile Phone Usage

Mobile phones are permitted during class however, **should not be accessed** unless directed to by your trainer. You receive regular breaks to check your phone throughout the day. If your phone becomes a distraction to you and / or the class, the trainer may temporarily remove your phone.

Use of a phone without permission during an assessment may be considered cheating and has serious consequences including failing a block in addition to notifying your employer of your misconduct. For full details refer to the section on cheating in the MBA GT Student Handbook published on the MBA GT website here: <https://mba.org.au/policies-and-procedures/>.

Work Health and Safety

It is the duty of all individuals to work together to ensure safety in our training yard and workshop, which requires careful consideration and effort. All students will be inducted and made aware of MBA GT's safety procedures.

In your training, you will be required to undertake risk assessments and implement job safety plans. You will be instructed to implement certain hazard controls which will include housekeeping practices, waste management procedures and appropriate use of personal protective equipment. The practical tasks that you undertake as part of your training bring varying levels of risk and danger, these hazards will be addressed as part of the planning for these tasks.

MBA GT values a proactive approach to safety and believes safety is an ongoing and continual part of the training we offer. It is expected that all students follow the WHS policies and procedures at MBA GT and operate in the workshop during training with the same consideration and caution you would approach safety with on a typical worksite.

PPE & Equipment Requirements

PPE Requirements:

Students will not be permitted in the workshop without Personal Protective Equipment.

The following items are **MANDATORY** and **are the responsibility of the student**.

- Safety Footwear
- Eye Protection
- Hearing Protection

Limited amounts of Eye Protection and Hearing Protection are available to purchase from the MBA GT Reception desk.

Tools and Equipment Requirements:

Below is an **expected** and **encouraged** tool list for apprentices attending training at MBA GT.

Note: Any tool which is not in “good working order”, will not be permitted in the workshop.

STAGE 1	
EXPECTED	ENCOURAGED
• Functional Nail Bags • Carpenters pencil • Carpenter Claw Hammer • 25mm Chisel (or set of Chisels) • 8m metric tape • Combination Square	• Sliding Bevel • 4-Fold Ruler • Hand Plan • String Line

STAGE 2	
EXPECTED	ENCOURAGED
• All Stage 1 Tools	• Chalk Line • Circular Saw • Nail Gun (framing) • Drill and Impact Driver Set

STAGE 3	
EXPECTED	ENCOURAGED
• All Stage 1 and 2 Tools • Roofing / Builder’s Square • Stair / Roofing Gauges	• Nail Gun (Fixing)

Other Training Equipment

PRACTICAL TRAINING MATERIALS

MBA GT will provide students with the necessary materials to complete the practical components of training and assessment. Specialist tools will also be made available as required. This includes but is not limited to:

- Nails
- Screws
- Timber framing
- Steel framing

TEXTBOOKS

Textbooks are issued by MBA GT during the first training block of each stage and are invoiced to your employer.

- Stage 1: Basic Building and Construction Skills
- Stage 2: Site Establishment Formwork and Framing
- Stage 3: Advanced Building and Joinery Skills

It is the student's responsibility to maintain the textbook. Additional textbook copies can be purchased from MBA GT reception if required.

GENERAL

The following items should be provided by the student.

- Pens – Blue, red and black
- CASIO scientific calculator **the use of phone applications will not be permitted; a scientific calculator is a must have**
- Device with internet access and/or Canvas app (laptop/iPad)

DRAWING KIT (can be purchased through MBA \$160)

- Compass
- 60°x 30° set square
- 45° set square
- Kent 62m Scale rule
- A3 Drawing board
- Eraser
- Sharpener
- HB Pencils
- 2H Pencils

Assessment

Assessment is the term used at MBA GT for any tasks completed towards your learning and achieving competency. These tasks may include practical tasks in the workshop, worksheets, research projects, calculations, and multiple-choice assessments.

At the start of each block, your trainer will outline what assessment tasks you will be required to complete throughout the week. The quantity of assessment items will differ from block to block, you can also see an overview of the assessment items by reviewing the Student Guide provided to you each block. At the end of each block, you must return all assessment tasks to your trainer. Your trainer will review all responses and record a satisfactory or not yet satisfactory result. A satisfactory result must be achieved for all tasks to receive an overall result of competent. If any task is found to be not yet satisfactory two further assessment opportunities will be organised as per MBA GT's assessment policy.

The below table includes a summary of the assessment methods and tools you will use during this course.

Student Guide	This guide will be provided to you at the start of each block and includes an overview for the week ahead. This means all information about the units of competency and how they are assessed, learning materials and quantity of assessment can be found in the Student Guide. Instructions and plans for all research, practical or calculation assessment tasks will also be here.
Knowledge Assessment	Each block will include a knowledge assessment. These are made up of various multiple-choice questions to demonstrate your theoretical understanding of the topics covered during the block.
Evidence Booklet	This booklet begins with a student declaration which must be completed each block and provides space to show workings, measurements, tolerances, and any answers to other

	assessment tasks instructed in the Student Guide. In some cases a secondary evidence booklet may be provided for larger tasks such as calculations or research projects.
Practice Booklet	This booklet will appear in some blocks as an introduction exercise before undertaking the larger assessment task in the evidence booklet. Practice booklets may include sample calculations or working space for research tasks and worksheets.

MBA GT conduct all assessment activity in accordance with the Assessment Policy published on the MBA GT website. All assessment tasks must be completed in full, and all responses deemed satisfactory to receive a competent result for the block, three attempts are permitted for each assessment task as per MBA GT's assessment policy. Some tasks may be completed in a small group to resemble working conditions on a worksite. Please be sure to ask your trainer for assistance if you are stuck on any question.

Support

Financial Support

There are several forms of financial support available to apprentices. These include:

- Australian Apprentice Training Support Payment
- Living Away from Home Allowance
- Support for Women in Trades
- Trade Support Loans

These financial support options may change, so in order to keep up to date with the most current requirement and for more information, refer to the Apprentice Connect Australia Providers for the ACT:

- [MAS National](#) or 1300 627 628
- [MEGT](#) or 13 6348

Study Support

SPEAKING WITH YOUR TRAINER

If you are requiring extra assistance regarding your course work, speaking to your trainer is the first step. Your trainer can help work through options to support you to get back on track with your studies.

MATHS TUTORIALS

Based on scores from the LLN (Language, Literacy and Numeracy) indicator report (i.e. LLN Robot) and feedback from trainers, some apprentices may be identified as requiring additional numeracy tutoring. In this instance, you will receive regular notifications to attend tutorials, as well as follow up to your employer regarding the need for additional time required on numeracy study.

NEXUS HUMAN SERVICES

Nexus offers free support to any apprentice who wants to improve their skills in any of the following areas:

- Digital literacy
- Reading, writing and comprehension
- Study skills and planning for study
- Setting goals

The option to take up this support is confidential, and available to be conducted off-site at a convenient location for the apprentice. This support can be extended to after completion of the apprenticeship as required. For any questions or to find out more information, please contact Nexus Human Services on 1800 163 987 or at www.nexhushumanservices.com.au.

Feedback, Complaints and Appeals

Learner Feedback is collected via an online form which can be accessed using the QR Code posters displayed in every classroom. Feedback can also be provided by scanning the QR Code on this page or [clicking here](#).

If you are graded for an assessment, and you disagree with this grade, you have the right of appeal. Similarly, if you wish to make a complaint about any services delivered by MBA GT you have the right to do so. Complaints and appeals are handled as described in the [Complaints and Appeals Policy \(POL008\)](#) on MBA GT's website.



**Learner Feedback QR
Code**

Training Awards

The MBA training team recognise our apprentices every year with an annual Training Awards. The Training Awards recognises outstanding performance and effort from carpentry apprentices across each stage of their apprenticeship. Nominees are notified in advance and then finalists are awarded for every class with an overall winner for Stages 1, 2 and 3.

The Training Awards evening is the event where winners are announced for each stage, and prizes with a winner's certificate are presented. The event is attended by industry representatives, event sponsors and MBA trainers and staff, to acknowledge student excellence. How to get a ticket and other details are posted on the MBA website in the lead up to the event, which is normally held in February each year.

Long Service Leave Board

The Building and Construction Industry allows for long service leave to be accrued between employers. To manage your leave for ACT employed apprentices, there is an ACT Long Service Leave Authority. For any questions or assistance with regards to your long service leave accumulation, please refer these to the Authority at: <https://actleave.act.gov.au/construction/>.

Apprentice/Student Completion Payment

Australian Apprentices who successfully complete their qualification are eligible for a completion payment from Skills Canberra. A completion payment of \$300 will be paid directly to the student upon completion of the qualification and a survey, which is sent by Skills Canberra.

Students will be eligible to receive the completion payment for up to 1 year after successful completion of the qualification, provided an up-to-date email and bank account details are confirmed in the AVETARS Portal.

An Australian Apprentice is not eligible for a completion payment where more than 50% of the units are completed through Recognition of Prior Learning. An Australian Apprentice may be eligible for a completion payment if more than 50% of the units are achieved via credit transfer, where the achievement is the result of:

- a training contract variation i.e. change of RTO and/or qualification; or
- the Australian Apprentice is undertaking a training contract with a new employer for the same qualification or its replacement in a new training contract.

For more information, please visit: [ACT Skills Australian Apprenticeships](#).

