CPC30220 Certificate III in Carpentry

Training Record Book



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Introduction

Under an Australian Apprenticeship (AA), both the Training Provider and Employer have an obligation to provide training to the Australian Apprentice/Trainee. The Training Provider must provide formal training in the underpinning knowledge and skills and ensure the AA can apply their learning to the workplace tasks required for the unit of competency.

The employer must provide informal training and learning in the workplace and ensure the AA has learnt and practiced the workplace tasks and skills required for the unit of competency, under appropriate supervision, to industry and company standards.

The purpose of the Training Record Book is to cumulatively record and track the progress of this formal and informal training and learning.

How to use the TRB

The Training Record Book has two sections, Student Reports and Units of Competency. Both sections include instructions and prompts to help guide students and employers through documenting workplace tasks and progress against each unit of competency for the qualification.

The TRB is to be used in collaboration with your employer to document informal training activities in the workplace, record workplace tasks related to each unit of competency, and can be used during formal training and assessment with the RTO throughout your apprenticeship.

As you progress, each unit will be signed by you, your workplace supervisor and your trainer. MBA GT recommends that students and employers review and update the TRB regularly, ideally after each Block of training, to keep a record of all training activities and workplace tasks related to the units of competency being delivered in each Block.

It is your responsibility to ensure that your TRB is completed, maintained and kept in a secure location at the workplace.

Section 1: Student Reports

MBA GT will provide a Student Report at a minimum, every 6 months throughout your apprenticeship. A copy will be sent via email to both you and your employer.

Student Reports will include an overview of your attendance, training completed and any outstanding work at that point in time. A performance matrix on punctuality, attitude, teamwork, technical understanding and practical ability will also be included in the report.

The Student Reports are a great opportunity to discuss your progress with your employer and trainer and reflect on the skills and knowledge you have gained in recent training and workplace activities. You may also use this time as an opportunity for your trainer/assessor to review and sign the TRB.

The following pages include prompts to reflect on the skills and knowledge gained throughout each stage of your apprenticeship and includes employer and/or trainer feedback.

Stage 1	
Mid-Year Report	End of Year Report
What knowledge or skills have you learnt in the past three Blocks?	What knowledge or skills have you learnt in the past three Blocks?
What knowledge or skills do you hope to learn in the next three Blocks?	What knowledge or skills do you hope to learn in the next three Blocks?
Trainer/Employer Feedback:	Trainer/Employer Feedback:

Stage 2	
Mid-Year Report	End of Year Report
What knowledge or skills have you learnt in the past three Blocks?	What knowledge or skills have you learnt in the past three Blocks?
What knowledge or skills do you hope to learn in the next three Blocks?	What knowledge or skills do you hope to learn in the next three Blocks?
Trainer/Employer Feedback:	Trainer/Employer Feedback:

Stage 3	
Mid-Year Report	End of Year Report
What knowledge or skills have you learnt in the past three Blocks?	What knowledge or skills have you learnt in the past three Blocks?
What knowledge or skills do you hope to learn in the next three Blocks?	What knowledge or skills do you hope to learn in the next three Blocks?
Trainer/Employer Feedback:	Trainer/Employer Feedback:

Section 2: Units of Competency

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 (https://training.gov.au/) and are linked in the table below.

Space is provided to include when you attended formal training and assessment with MBA GT for each unit of competency. You can use this space to summarise what knowledge and skills you have gained throughout the training or note any questions or outstanding assessment items you may need to complete.

There is also space provided to check off the required workplace tasks and document the informal learning within the workplace that relate to each unit of competency. It is your responsibility to ensure that your workplace supervisor and trainer/assessor signs off on these tasks.

Block	Unit Code and Title
Short Course	CPCCCM2012 – Work safely at heights
Formal Training an	d Assessment Activity with MBA GT
Date attended:	
Required Workplace	ce Tasks
	rpret information related to the job, including work orders, drawings, equipment or plant to be
used, SWMS, ancho	or points, fall restraint devices and/or fall arrest devices
☐ Identify, select a report any defects	and check the required PPE, fall protection equipment and signage/barricades for the job and or problems.
☐ Consult with relational adjusted and instal	evant persons to confirm fall protection equipment and safety systems are correctly fitted, led
☐ Maintain comm	unication with relevant persons and keep fall protection equipment in place when working at
height	
☐ Monitor control conditions	measures and consult with relevant persons to respond to changing work practices and site
☐ Remove tools ar requirements	nd materials when exiting work area in line with worksite procedures, safety and environmental

Notes:				
Declarations	competent in the workplace for the unit of competency to industry an	d sampan	, stans	lards
r agree that the AA is t	competent in the workplace for the unit of competency to industry and	a company	/ Stana	urus.
Yes / No	(Please Circle)			
Workplace Supervisor	r Signature:	Date:	/	/
I agree that I can com	petently perform the workplace tasks for the unit of competency.			
Yes / No	(Please Circle)			
Australian Apprentice	e/Trainee Signature:	Date:	/	1
	nining in the underpinning knowledge and skills has been completed.			
	(Please Circle)			
Trainer/Assessor Sign	nature:	Date:	/	/
Block	Init Code and Title			
Block U Short Course	init Code and Title			
	PCCCM2008 - Erect and dismantle restricted height scaffolding			
	Assessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace 1	Tasks			

requirements and A	ufacturers specifications, SDS, environmental protection, regulatory and ustralian Standards	legislativ	e	
_ '	s procedures including JSA, SWMS, risk control measures and equipment			
	of measures and equipment including installing safety signs and barriers			
• •	nd check the required PPE, plant, tools and equipment for serviceability	and recti	fy or r	eport
any faults				
☐ Erect scaffolding up to 4 metres in accordance with regulations, planned risk prevention and control measures, acceptable safe work practices and manufacturers specifications				
☐ Inspect critical st with type of scaffol	ructural and safety areas of scaffolding for damage, corrosion and wear ding equipment	as well a	s comp	oliance
☐ Clean, check, ma and workplace requ	intain and store plant, tools and equipment in accordance with manufacirements	turers sp	ecifica	itions
Notes:				
Declarations				
I agree that the AA	is competent in the workplace for the unit of competency to industry and	l compan	y stan	dards.
Yes / No	(Please Circle)			
Morkelaca Sunani				
Workblace Subervi	sor Signature:	Date:	/	/
•	mpetently perform the workplace tasks for the unit of competency.	Date:	/	/
I agree that I can co	mpetently perform the workplace tasks for the unit of competency.	Date:	/	1
•		Date:	/	/
I agree that I can co	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature:	Date:	/	1
I agree that I can co	mpetently perform the workplace tasks for the unit of competency. (Please Circle)		/	/
I agree that I can co	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature:		/	/
I agree that I can co	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle)		/	/ /
I agree that I can converge / No Australian Apprent I agree that formal Yes / No	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle)	Date:	/	1
I agree that I can converge / No Australian Apprent I agree that formal Yes / No	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle)	Date:	/	1
I agree that I can converge / No Australian Apprent I agree that formal Yes / No Trainer/Assessor Signal	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle) gnature:	Date:	/	/
I agree that I can converse / No Australian Apprent I agree that formal Yes / No Trainer/Assessor Si Block Short Course Formal Training and	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle) gnature: Unit Code and Title	Date:	/	/ /
I agree that I can converge / No Australian Apprent I agree that formal Yes / No Trainer/Assessor Si Block Short Course	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle) gnature: Unit Code and Title CPCCCM3001 - Operate elevated work platforms up to 11 metres	Date:	/ /	/
I agree that I can converse / No Australian Apprent I agree that formal Yes / No Trainer/Assessor Si Block Short Course Formal Training and	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle) gnature: Unit Code and Title CPCCCM3001 - Operate elevated work platforms up to 11 metres	Date:	/	/
I agree that I can converse / No Australian Apprent I agree that formal Yes / No Trainer/Assessor Si Block Short Course Formal Training and	mpetently perform the workplace tasks for the unit of competency. (Please Circle) ice/Trainee Signature: training in the underpinning knowledge and skills has been completed. (Please Circle) gnature: Unit Code and Title CPCCCM3001 - Operate elevated work platforms up to 11 metres	Date:	/	/ /

Required Workplace Tasks			
☐ Identify, obtain and confirm job requirements for planning			
☐ Worksite is inspected, terrain level checked, conditions and hazards are assessed, and sit requirements confirmed and applied to planning	te health a	ınd saf	ety
\Box Identify, select and check the required PPE, plant, tools and equipment according to job serviceability, and rectify or report any faults	requireme	ents fo	r
$\hfill\square$ Routine pre-operational equipment checks are carried out according to operator manua defect checks and EWP maintenance schedules	l and logbo	ooks fo	r
\Box Elevate platform to work location, lower platform and shut down according to job specification and health and safety requirements	ication, op	perato	ſ
\square Work area is cleared, and materials disposed of, reused or recycled according to legislati of practice and job specifications	on, regula	tions,	codes
\square EWP, tools and equipment are cleaned, checked, maintained and store and work compleapplied	etion proce	edures	are
Notes:			
Declarations			
I agree that the AA is competent in the workplace for the unit of competency to industry and	d company	stana	ards.
Yes / No (Please Circle)			
Workplace Supervisor Signature:	Date:	/	/
I agree that I can competently perform the workplace tasks for the unit of competency.			
Yes / No (Please Circle)			
Australian Apprentice/Trainee Signature:	Date:	/	/
I agree that formal training in the underpinning knowledge and skills has been completed.			
Yes / No (Please Circle)			
Trainer/Assessor Signature:	Date:	/	/

Block	Unit Code and Title			
Stage 1 Block 1 –	CPCCWHS2001 - Apply WHS requirements, policies and procedures in	the const	tructio	n n
Safety and powder	industry	the const	<u>,i uctio</u>	111
actuated tools	Assessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace	Tasks			
	nd report hazards in the work area practices, duty of care requirements and safe work instructions for cont	trolling riv	ske	
	igns and symbols to secure hazardous materials	Troming ris)K3	
	rrectly fit, use and store PPE and clothing in accordance with workplace	procedu	res	
-	oment and materials, and organise tasks in conjunction with other person	-		
☐ Follow safe workp	place procedures for dealing with accidents, fire and other emergencies			
Notes:				
Dealerstiens				
Declarations I agree that the AA is	competent in the workplace for the unit of competency to industry and	l compani	y stanc	dards.
. .		,		
Yes / No	(Please Circle)			
Workplace Superviso	or Signature:	Date:	/	/
I agree that I can con	npetently perform the workplace tasks for the unit of competency.			
Yes / No	(Please Circle)			
Australian Annrentic	ce/Trainee Signature:	Date:	,	,
Australian Apprentic	c/ Hamee signature.	Date.	/	,

I agree that formal tr	raining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Sig	gnature:	Date:	/	/
Block	Unit Code and Title			
Stage 1 Block 1 – Safety and powder actuated tools	CPCCCA3027 - Set up, operate and maintain indirect action powder-actu	ated po	wer to	<u>ols</u>
Formal Training and Date attended:	Assessment Activity with MBA GT			
Date attended:	1 1			
Required Workplace	e Tasks			
relevant to setting up	oret work instructions and compliance requirements of legislation and code p, operating and maintaining powder-actuated power tools	·		
·	t the required tools, equipment and PPE required for the task and rectify o	•	•	
· ·	, locate services, assess hazards and apply risk controls, including signage a eration and test fire following manufacturers specifications and WHS requ			
powder-actuated po	·	memem	.5 101 0	156 01
☐ Operate tool to fix	x fastener in place and check fastening penetration, applying appropriate	depth ir	ıto ma	terial
	rform periodic maintenance service to manufacturers specifications and r			
•	ruated tools and charges and clean up, meeting all legislative and workplace al and materials handling.	e requi	remen	ts for
Notes:				

Declarations				
I agree that the AA is competent in the workplace for the unit of competency to industry and company standards.				
Yes / No	(Please Circle)			
Workplace Supervisor	Signature:	Date:	1	/
I agree that I can comp	petently perform the workplace tasks for the unit of competency.			
Yes / No	(Please Circle)			
Australian Apprentice	/Trainee Signature:	Date:	1	/
I agree that formal tra	ining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Sign	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 1 Block 2 – Tools and equipment	CPCCCA2011 - Handle carpentry materials			
	ssessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace 1	- Tasks			
☐ Access and interpre	et work instructions, operational details, legal/regulatory requirement	s and othe	er rele	vant
information for the bu	ilding project et all information related to the job (including organisational safety pl	anc and n	rocedu	ıroc
•	grams, plans, drawings, specifications, signage and barricades and ma			163,
☐ Identify materials a	ppropriate to the work application and calculate requirements based	on plans,		
specifications and qua	• •			
☐ Conduct an effective site inspection and assessment of conditions, risks and hazards☐ Follow correct procedures and safety requirements when securing materials for mechanical handling and				
protect materials and components against physical and water damage, and stored clear of access ways Remove non-toxic materials using correct procedures and follow environmental protection procedures when				
disposing of, reusing and/or recycling waste				

Notes:				
				
Declarations				
	competent in the workplace for the unit of competency to industry and	l company	stand	ards.
Yes / No	(Please Circle)			
Workplace Supervisor		Date:	/	/
I agree that I can comp	petently perform the workplace tasks for the unit of competency.			
Yes / No	(Please Circle)			
Australian Apprentice	/Trainee Signature:	Date:	/	1
I agree that formal trai	ining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Signa	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 1 Block 2 – Tools and equipment	CPCCCA2002 - Use carpentry tools and equipment			
•	ssessment Activity with MBA GT			
Date attended:	/ /			
				
Required Workplace T	asks			
☐ Identify requiremen	nts and plan work to comply with laws and regulations, national const	ruction co	odes.	
	work health and safety (WHS), environmental requirements, manufac			ions
and workplace require	ments			
	e site inspection and assessment of conditions, risks and hazards			
\square Select equipment a	nd hand, power and pneumatic tools, plant and equipment appropria	ite to carr	y out t	he

work task					
☐ Identify work requirements on site including power outlets, water source, waste disposal etc., and promptly report any problems					
☐ Perform accurate measurements and calculations using rules, tapes and squares					
	edures and safety requirements when using selected hand, power ar during the building project	nd pneum	atic to	ols,	
☐ Clean up, meeting a	all legislative and workplace requirements for safety, waste disposal a	and mater	ials ha	indling	
☐ Check, maintain, sto	ore and secure tools and equipment and report any faults				
Notes:					
Declarations					
I agree that the AA is o	competent in the workplace for the unit of competency to industry and	d compan	y stan	dards.	
Yes / No	(Please Circle)				
Workplace Supervisor	Signature:	Date:	/	/	
l agree that l can com	petently perform the workplace tasks for the unit of competency.				
Yes / No	(Please Circle)				
Australian Apprentice	:/Trainee Signature:	Date:	/	/	
I agree that formal tra	ining in the underpinning knowledge and skills has been completed.				
Yes / No	(Please Circle)				
Trainer/Assessor Signa	ature:	Date:	/	/	
Block	Unit Code and Title				
Stage 1 Block 3 – Communication and working effectively	CPCCOM1015 - Carry out measurements and calculations				
	ssessment Activity with MBA GT				
Date attended:	/ /				

Required Workplace Tasks			
\square Select measuring and calculating equipment that are consistent with job requirements serviceability, and faults reported or rectified	, checked fo	or	
$\hfill \square$ Select, apply, confirm and record the correct method of obtaining the measurement, it volumes	ncluding are	eas and	t
\square Obtain linear measurements accurate to 1mm using a ruler or tape			
\square Calculate material quantities for the project using the appropriate factors			
$\hfill \square$ Select appropriate formulas for calculating quantities, check calculations for accuracy aworkings and results	and record o	alcula	tion
Notes:			
Declarations			
I agree that the AA is competent in the workplace for the unit of competency to industry a	nd company	y stand	dards.
Yes / No (Please Circle)			
Workplace Supervisor Signature:	Date:	/	/
I agree that I can competently perform the workplace tasks for the unit of competency.			
Yes / No (Please Circle)			
Australian Apprentice/Trainee Signature:			/
I agree that formal training in the underpinning knowledge and skills has been completed.			
Yes / No (Please Circle)			
Trainer/Assessor Signature:	Date:	/	/

Block	Unit Code and Title
Stage 1 Block 3 –	CPCCOM1012 - Work effectively and sustainably in the construction industry
Communication and working effectively	Greenvitor2 - work effectively and sustainably in the construction industry
	ssessment Activity with MBA GT
Date attended:	/ /
5 : 124 1 = =	
Required Workplace T	
	ing work tasks with team members
-	part of a team to review teams' purpose, roles, responsibilities, goals, plans and objectives embers following guidelines, directions and instructions to complete work tasks and work
	o resolve problems that impede the team's performance
	ig skills and the additional skills required for a selected tradesperson or skilled operator role
in the construction ind	
	and the second s
•	ntal and resource efficiency requirements, and identify and report any environmental
☐ Identify environme hazards or efficiency is	
•	
hazards or efficiency is	
Notes: Declarations	
Notes: Declarations I agree that the AA is a	ssues

I agree that I can com	petently perform the workplace tasks for the unit of competency.				
Yes / No	(Please Circle)				
Australian Apprentice	e/Trainee Signature:	Date:	/	/	
I agree that formal tro	nining in the underpinning knowledge and skills has been completed.				
Yes / No	(Please Circle)				
Trainer/Assessor Sign	ature:	Date:	/	/	
Block	Unit Code and Title				
Stage 1 Block 3 – Communication and working effectively	CPCCOM1014 - Conduct workplace communication				
	Assessment Activity with MBA GT				
Date attended:	/ /				
Required Workplace	Tasks				
	d respond to instructions and information provided by others				
	estructions and information given to others				
	nunication techniques to clarify questions and confirm understanding				
☐ Access, interpret and sequence information from a range of sources and present information in a written or					
verbal report					
Apply visual communication that complies with industry practice or social conventions					
Use communication equipment including the interpretation of hand signals and signage					
☐ Follow processes and procedures for simple meetings and provide constructive contributions to meeting discussions					
2.0000010110					
Notes:					

Declarations			
I agree that the AA is competent in the workplace for the unit of competency to industry and	l company	stana	lards.
Yes / No (Please Circle)			
Workplace Supervisor Signature:	Date:	/	/
I agree that I can competently perform the workplace tasks for the unit of competency.			
Yes / No (Please Circle)			
Australian Apprentice/Trainee Signature:	Date:	/	/
I agree that formal training in the underpinning knowledge and skills has been completed.			
Yes / No (Please Circle)			
Trainer/Assessor Signature:	Date:	/	/
Block Unit Code and Title			
Stage 1 Block 4 – CDCWUS 2001 Identify construction work bazards and select risk so	ntrol strat	ogios	
Plans, specs and risk control CPCWHS3001 - Identify construction work hazards and select risk co	IIIIOI Strat	egies	
Formal Training and Assessment Activity with MBA GT			
Date attended: / /			
Required Workplace Tasks			
☐ Access and interpret work site and compliance requirements such as Australian standard National Construction Code requirements, and codes of practice including the Model Code Construction Work when identifying site hazards and selecting risk control strategies			elines,
☐ Select, inspect and use the required PPE for the task			
☐ Inspect work site, identify hazards relevant to the task and determine and record level of identified hazard	f risk for e	ach	
Access and interpret requirements for ISAs and SWMS including environmental requirem	nents nuh	lic hea	ılth

and safety requirements, WHS requirements, safe operating procedures, SDSs, common hazards, compliance requirements and requirements for the safe handling and operation of hand and power tools and equipment Prepare and implement a Job Safety Analysis (JSA) according to work health and safety legislation and					
workplace requiremen	workplace requirements Prepare and implement a Job Safety Analysis (JSA) according to work health and safety legislation and workplace requirements Prepare and implement a Safe Work Method Statement (SWMS) according to work health and safety				
legislation and workpla		, rana san	cty		
Notes:					
Desloyations					
Declarations					
_	competent in the workplace for the unit of competency to industry and	l company	ı stanc	dards.	
Yes / No	(Please Circle)				
Workplace Supervisor	r Signature:	Date:	/	/	
I agree that I can comp	petently perform the workplace tasks for the unit of competency.				
Yes / No	(Please Circle)				
Australian Apprentice	e/Trainee Signature:	Date:	/	/	
I agree that formal tra	nining in the underpinning knowledge and skills has been completed.				
Yes / No	(Please Circle)				
Trainer/Assessor Sign	ature:	Date:		/	
Block	Unit Code and Title				
Stage 1 Block 4 – Plans, specs and risk control	CPCCCA3025 - Read and interpret plans, specifications and drawings	for carpe	ntry w	<u>vork</u>	
Formal Training and A	Assessment Activity with MBA GT				
Date attended:	/ /				

Required Workplace Tasks				
□ Locate and access plans, specifications and drawings relevant to the job task and verify currency □ Identify features of plans and elevations e.g. direction, scale, key, contours, symbols and abbreviations □ Check plans and drawing dimensions against specifications for accuracy and inconsistencies □ Orient the project plan, specifications and drawings with the site and locate site services, main features, contours and datum from the site plan □ Review drawings, plans and specifications to determine construction details and dimensions for project □ Determine location, dimensions and tolerances for ancillary works, and environmental controls and locations □ Determine specifications for materials, standards of work, finishes, tolerances and material requirements and processes to be followed				
Notes:				
Declarations				
I agree that the AA is competent in the workplace for the unit of competency to industry an	d company	stand	dards.	
Yes / No (Please Circle)				
Workplace Supervisor Signature:	Date:	/	/	
I agree that I can competently perform the workplace tasks for the unit of competency.				
Yes / No (Please Circle)				
Australian Apprentice/Trainee Signature:			/	
I agree that formal training in the underpinning knowledge and skills has been completed.				
Yes / No (Please Circle)				
Trainer/Assessor Signature:	Date:	/	/	

Block	Unit Code and Title
Stage 1 Block 5 –	CDCCCM200C Apply basis levelling presendures
Hand excavation and	CPCCCM2006 - Apply basic levelling procedures
concreting	coccernant Activity, with MPA CT
Date attended:	ssessment Activity with MBA GT
Required Workplace T	asks
requirements for level Determine work sit Confirm and apply I equipment according to Communicate and V Set up levelling dev Shoot levels, transform Confirm accuracy or	e conditions and hazards within scope of own role and reported to appropriate personnel health and safety requirements for levelling procedures and select levelling tools and
Declarations	
I agree that the AA is c	competent in the workplace for the unit of competency to industry and company standards.
Yes / No	(Please Circle)
Workplace Supervisor	Signature: Date: / /

I agree that I can com	petently perform the workplace tasks for the unit of competency.				
Yes / No	(Please Circle)				
Australian Apprentice	e/Trainee Signature:	Date:	/	/	
I agree that formal tro	nining in the underpinning knowledge and skills has been completed.				
Yes / No	(Please Circle)				
Trainer/Assessor Sign	ature:	Date:	/	/	
Block	Unit Code and Title				
Stage 1 Block 5 – Hand excavation and concreting	CPCCCM2002 - Carry out hand excavation				
	Assessment Activity with MBA GT				
Date attended:	/ /				
	·				
Paguired Workplace	Tacks				
Required Workplace					
•	et legislative and workplace requirements relevant to carrying out exc accordance with safety plans and policies	avations, a	and fol	low	
	he appropriate PPE and clothing for each job task				
'	locate above ground services, assess hazards and determine risk conf				
	kers or taped areas to ensure underground services are avoided and f				
☐ Establish and implement line and depth to mark excavation limits, required signage and barricades, temporary drainage systems to divert water from excavation and other risk controls					
☐ Dig excavations with hand tools to route, line and depth, install basic trench/excavation support and use hand					
tools to remove loose material from excavation					
☐ Clean up according to legislative and workplace requirements for safety, waste disposal and materials handling					
\square Check, maintain an	d store tools and equipment and report any faults				
Notes:					

Declarations I agree that the AA is competent in the workplace for the unit of competency to industry and company standards. Yes / No (Please Circle) Workplace Supervisor Signature: Date: / / I agree that I can competently perform the workplace tasks for the unit of competency. Yes / No (Please Circle) Australian Apprentice/Trainee Signature: Date: / / I agree that formal training in the underpinning knowledge and skills has been completed. Yes / No (Please Circle) Trainer/Assessor Signature: Date: / / Block Unit Code and Title Stage 1 Block 5 — Hand excavation and concreting Concreting Formal Training and Assessment Activity with MBA GT Date attended: / /					
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Stage 1 Block 5 – Hand excavation and concreting CPCCCO2013 - Carry out concreting to simple forms Formal Training and Assessment Activity with MBA GT	Trainer/Assessor Signa	ature:	Date:	/	/
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Hand excavation and concreting to simple forms Formal Training and Assessment Activity with MBA GT	Block	Unit Code and Title			
concreting Formal Training and Assessment Activity with MBA GT	_	CPCCCO2013 - Carry out concreting to simple forms			
Formal Training and Assessment Activity with MBA GT					
Date attended: / /	Formal Training and A	ssessment Activity with MBA GT			
	Date attended:	/ /			
Required Workplace Tasks	Required Workplace T	asks			
☐ Plan all work to comply with laws and regulations, the National Construction Code (NCC), Australian Standards,					dards,
work health and safety (WHS) and environmental requirements, manufacturers specifications, workplace requirements, drawings and specifications	•	•	ns, workp	iace	
☐ Select the required tools, equipment and PPE relevant to the job task, check for serviceability and report any faults		tools, equipment and PPE relevant to the job task, check for servicea	bility and	report	any

	for the job task, calculate quantities, handle safely and prepare	and posit	ion re	ady for
USE Description of the property of the proper	design from drawings and erect formwork			
\square Handle, cut and position r	einforcing components, position reinforcing bars and mesh and	l position	bar ch	nairs
and spacers with minimum e	-			
	materials and debris before concrete placement, transport and and screed concrete to the alignment of formwork and specific	-		in
	ts following stripping of formwork, clean and stack components			OUCO
	ve formwork components from site and clean up according to le			euse
workplace requirements	0			
Notes:				
Declarations				
I agree that the AA is compet	ent in the workplace for the unit of competency to industry and	company	stand	lards.
Yes / No (Please	e Circle)			
Workplace Supervisor Signat	ture:	Date:	/	/
I agree that I can competently	y perform the workplace tasks for the unit of competency.			
Yes / No (Please	e Circle)			
Australian Apprentice/Train	ee Signature:	Date:	/	/
I agree that formal training in	n the underpinning knowledge and skills has been completed.			
Yes / No (Please	e Circle)			
Trainer/Assessor Signature:		Date:	/	/
Block Unit	Code and Title			
Stage 1 Block 6 – Set out and levelling	CA3002 - Carry out setting out			
Formal Training and Assessm	nent Activity with MBA GT			
Date attended: /	/			

Required Workplace Tasks			
☐ Assess building site and topography, and determine issues relating to setting out tasks			
☐ Select the required tools, equipment and PPE relevant to the job task, check for servicea faults	bility and	report	any
\square Locate and identify survey pegs at the corners of the site based on drawings and specific lines into position to identify site boundary markings	ations, an	d set s	string
☐ Set out first line for building alignment			
Set out right-angled corners			
☐ Install profiles for remaining building lines level with established profiles			
☐ Check building lines for square and accuracy			
Notes:			
Declarations			d a mada
I agree that the AA is competent in the workplace for the unit of competency to industry and	ı company	/ Stanc	iaras.
Yes / No (Please Circle)			
Workplace Supervisor Signature:	Date:	/	/
I agree that I can competently perform the workplace tasks for the unit of competency.			
Yes / No (Please Circle)			
Australian Apprentice/Trainee Signature:	Date:	/	/
I agree that formal training in the underpinning knowledge and skills has been completed.			
Yes / No (Please Circle)			
Trainer/Assessor Signature:	Date:	1	/

Block	Unit Code and Title
Stage 1 Block 6 – Set	CPCCOM3006 - Carry out levelling operations
out and levelling	
Formal Training and A Date attended:	ssessment Activity with MBA GT
Date attended:	/ /
Required Workplace T	asks
and safety (WHS) and odrawings and specifica ☐ Select the required faults ☐ Inspect work site, a ☐ Carry out levelling p ☐ Carry out levelling p	or levelling activities to comply with laws and regulations, Australian Standards, work health environmental requirements, manufacturers specifications, workplace requirements, actions tools, equipment and PPE required for the job task, check for serviceability and report any assess hazards and services and apply risk controls, including signage barricades procedures using rise and fall method procedures using height of collimation method from instrument to stations using staff, stadia lines and identified factor of levelling
Notes:	
	
	
Declarations	compatent in the workplace for the unit of competency to inductry and company standards
i ugree that the AA IS C	competent in the workplace for the unit of competency to industry and company standards.
Yes / No	(Please Circle)
Workplace Supervisor	Signature: Date: / /

Lagree that Loan cor	mpetently perform the workplace tasks for the unit of competency.			
r agree that reames.	inpetently perjorm the workplace tasks for the arm of competency.			
Yes / No	(Please Circle)			
	5			
	ce/Trainee Signature:	Date:		
I agree that formal t	raining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
,	(Fredse energy			
Trainer/Assessor Sig	nature:	Date:	/	/
Block	Unit Code and Title			
Stage 2 Block 1 -	CPCCCA3028 - Erect and dismantle formwork for footings and slabs	on grounc	1	
Formwork		on ground	<u>.</u>	
Date attended:	Assessment Activity with MBA GT			
Date attended.				
Required Workplace	e Tasks			
☐ Clear work area a	nd prepare surface for safe erection of formwork			
☐ Measure, set out	and level formwork, apply fixing and fasteners and construct and erect	edge reba	ate	
	formwork for accuracy of square and dimension, install block-outs and	_		to
specified locations a	nd apply release agent to formwork face			
☐ Strip edge boxing	and bracing support sequentially and safely and check for re-usability a	and dispos	se of	
damaged componen	ts to meet safety and environmental requirements			
•	an, oil and store or stack reusable formwork components and clean up,	meeting	all legi	slative
and workplace requi	rements for safety, waste disposal and materials handling			
Notes:				

Declarations				
I agree that the AA is o	competent in the workplace for the unit of competency to industry and	l company	stana	ards.
Yes / No	(Please Circle)			
Workplace Supervisor	Signature:	Date:	/	/
l agree that l can comរុ	petently perform the workplace tasks for the unit of competency.			
Yes / No	(Please Circle)			
Australian Apprentice	/Trainee Signature:	Date:	/	/
I agree that formal tra	ining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Sign	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 2 Block 1 - Formwork	CPCCSF2004 - Place and fix reinforcement materials			
Formal Training and A	ssessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace T	asks			
☐ Review and clarify t	casks and specifications, as well as WHS requirements to place and fix	reinforce	ment	
materials				
\square Identify and erect s	afety signage and barricades, and review environmental requirement	s for the t	ask	
•	and equipment, and check stock of reinforcement materials for correc	t type, qu	ality a	nd
,	forcement schedule and details in plans/specifications			
\square Cut and bend reinfo	prcement bars to required set out and tie bars to designed configurati	on		
_	ds to panels, locate bar chairs and spacers to requirements and place			
☐ Check location and reinforcement materia	position of reinforcement, fixing ties, depth of coverage, clearance, span	pacing and	d overl	ap of

☐ Clean up after plac and equipment	ing and fixing reinforcement materials, and clean, check, maintain an	d store all	plant,	tools
Notes:				
Declarations				
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Yes / No	(Please Circle)			
Workplace Supervisor	r Signature:	Date:	/	/
I agree that I can com	petently perform the workplace tasks for the unit of competency.			
Yes / No	(Please Circle)			
Australian Apprentice	e/Trainee Signature:	Date:	/	/
I agree that formal tro	nining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Sign	ature:	Date:	/	1
Block	Unit Code and Title			
Stage 2 Block 2 - Flooring	CPCCCA3003 - Install flooring systems			
Formal Training and A Date attended:	Assessment Activity with MBA GT			
Date attended.	, ,			

Required Workplace T	asks			
relevant information to	et work instructions, operational details, plans, specifications, drawing o plan and prepare for installation ructure, stumps/piers to set-out lines, drawings and specifications	s, standar	ds and	lother
☐ Install and check su	pport structure, posts, stumps and piers for level, plumb and square			
☐ Mark, cut, locate ar	nd fix bearers in compliance with plans, specifications, drawings and re	egulations		
	nstall floor joists in accordance with drawings and specifications			
• •	erials, confirm floor measurements, cut and prepare flooring materials	s for instal	lation	with a
•	d install and secure flooring to manufacturers specifications			
	·			
Notes:				
Declarations	compatent in the workplace for the unit of compatency to industry and	Leamnanu	ctand	ards
ragree that the AA is c	competent in the workplace for the unit of competency to industry and	company	stana	aras.
Yes / No	(Please Circle)			
Workplace Supervisor	Signature:	Date:	/	1
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Yes / No	(Please Circle)			
Australian Apprentice	/Trainee Signature:	Date:	/	/
I agree that formal tra	ining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Signa	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 2 Block 3 – Wall frames and	CPCCCA3004 - Construct and erect wall frames			
demo				
	ssessment Activity with MBA GT			
Date attended:	/ /			

Required Workplace Tasks			
☐ Identify and confirm quality requirements for work as set out in relevant Australian Stan NASH: Standard Residential and Low-rise Steel Framing ☐ Determine load bearing walls and non-load bearing walls from instructions, plans, drawing	•		
☐ Check wall frame components for quality including compliance with regulatory criteria a requirements			acions
\square Set out and construct timber framed walls to accommodate roof and ceiling members are cladding or linings	nd differer	nt type	es of
$\hfill \square$ Set out and erect steel framed walls to accommodate roof and ceiling members and different linings	erent type	s of cl	adding
Notes:			
Declarations			
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Yes / No (Please Circle)			
Workplace Supervisor Signature:	Date:	/	/
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Australian Apprentice/Trainee Signature:	Date:	/	/
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Yes / No (Please Circle)			
Trainer/Assessor Signature:	Date:	1	/

Block	Unit Code and Title
Stage 2 Block 3 – Wall frames and demo	CPCCCA3001 - Carry out general demolition of minor building structures
Formal Training and A	ssessment Activity with MBA GT
Date attended:	/ /
Required Workplace T	asks
requirements as specifications required specifications required lidentify materials, a lidentify and manage loads supported by waincluding electricity, galling lidentify and demolition minor building structuent lidentification materials are reconstituted timber palvaging lidentification lidentificatio	on work in accordance with safe and effective processes of deconstructing or demolishing a re, including removal of an external load-bearing wall to form an opening of 3m wide and building component parts (such as: bonded asbestos, brickwork, concrete, glass, metal, products, tiles and timber) safely and effectively and store and stack materials identified for dispose of non-salvageable materials in accordance with legislation, regulations, codes of

Declarations				
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Yes / No	(Please Circle)			
Workplace Supervise	or Signature:	Date:	/	/
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Yes / No	(Please Circle)			
Australian Apprentic	ce/Trainee Signature:	Date:	/	/
I agree that formal to	raining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Sig	nature:	Date:	/	/
Block	Unit Code and Title			
Stage 2 Block 4/5 –	CDCCCA2006 Fract roof truscos			
Trusses and eaves	CPCCCA3006 - Erect roof trusses Assessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace		oncuring	100d ·	orkina
order	t and equipment to sufficiently carry out work tasks including PPE, and	ensuring §	good v	/OFKING
☐ Check roof trusse regulations	s and roofing materials for quality against manufacturers specifications	and com	oliance	e with
☐ Confirm requirem	nents relating to eaves construction techniques, levelling techniques, pring construction techniques etc.	rinciples o	f roof	
☐ Follow safe work	practices to plan, prepare, set out and erect a roof compromising of a	hip end, va	alley a	nd
gable end Set out and erect	timber trusses manufactured to AS 4440 Installation of nail-plated tim	ber roof tr	usses	and
steel trusses to the r	equirements of the NASH Standards			
☐ Check that comple requirements	eted work complies with plans and specifications and all legislative, co	mpany and	d quali	ty

Notes:				
Declarations				
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Yes / No	(Please Circle)			
Workplace Supervisor	r Signature:	Date:	/	/
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Yes / No	(Please Circle)			
Australian Apprentice	e/Trainee Signature:	Date:	/	/
	aining in the underpinning knowledge and skills has been completed.			
, ,	(0)			
Yes / No	(Please Circle)			
Trainer/Assessor Sign	nature:	Date:	/	/
Block	Unit Code and Title			
Stage 2 Block 4/5 –	onit code and ride			
Trusses and eaves	<u>CPCCCA3008 - Construct eaves</u>			
	Assessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace	Tasks			
	esign from drawings and specifications and set out and fix frameworl			
☐ Set out, mark and o	cut timber and steel framework members to lengths for framework st	tructure		

☐ Construct boxed eaves with soffit bearers, fix to line and level to wall frame, and set out and install eaves					
supports Mark and cut eaves cladding and sheeting material to shape to suit task application and jointing methods					
☐ Fit, join and fix eaves lining, cladding and soffits using methods for type of material and task application					
\square Fit and fix moulding to finish eaves, and fit rakes eaves to rafter or framing					
Notes:					
Declaration	c				
		competent in the workplace for the unit of competency to industry and	l company	stanc	dards.
Yes /	No	(Please Circle)			
Workplace	Supervisor	Signature:	Date:	/	/
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Australian A	Apprentice	/Trainee Signature:	Date:	1	/
I agree that	formal tra	ining in the underpinning knowledge and skills has been completed.			
Yes /	No	(Please Circle)			
Trainer/Ass	essor Signa	ature:	Date:	/	/
Block		Unit Code and Title			
Stage 2 Bloc Ceilings and		CPCCWC3004 - Install suspended ceilings			
bulkheads					
Formal Trai	-	ssessment Activity with MBA GT			
		, ,			

Required Workplace Tasks				
\square Set out ceiling grid and alignment levels for ceiling and fix suspension rods to undersid members with masonry anchors, bolts and screws				
\square Assemble suspended framework and connect to suspension rods and fasten suspension looseness and rattles, and secure as required	on system, c	heck f	or	
☐ Fix bridging framework to both sides of service ducts to support suspension system				
\square Install lining materials according to design pattern set out in job drawings, cut edges o conceal to match pre-finished edges	f lining mate	erials a	and	
\square Provide openings and penetrations as shown in job drawings and fix trims and beads a building elements and surfaces	t junctions v	with o	ther	
\square Clear work area and dispose of, reuse or recycle materials and clean, check, maintain a equipment in accordance with manufacturers specifications	and store to	ols an	d	
Notes:				
Declarations Declarations				
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Yes / No (Please Circle)				
Workplace Supervisor Signature:	Date:	1	/	
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Yes / No (Please Circle)				
Trainer/Assessor Signature:	Date:	/	/	

Block	Unit Code and Title
Stage 2 Block 6 – Ceilings and bulkheads	CPCCCA3014 - Construct and install bulkheads
Formal Training and A	ssessment Activity with MBA GT
Date attended:	
Required Workplace T	asks
work health and safety requirements, drawing Select tools, equipm Identify materials rolls Set out and cut bull Select fasteners to specification	nent and PPE required for the job task, check for serviceability and report any faults equired for task, calculate quantities, handle safely and prepare and position ready for use shead trimmers and plates support the weight of the bulkhead, and assemble bulkhead, fix to position and ctured bulkhead sections, use fasteners as specified by frame manufacturer and fix to
Notes:	
Declarations	ampatent in the weeks less for the write of consentence to indicate and consentence to
Yes / No	ompetent in the workplace for the unit of competency to industry and company standards. (Please Circle)
103 / 110	incuse energy
Workplace Supervisor	Signature: Date: / /

I agree that I can comp	petently perform the workplace tasks for the unit of competency.			
Yes / No	(Please Circle)			
Australian Apprentice	/Trainee Signature:	Date:	/	/
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Yes / No	(Please Circle)			
Trainer/Assessor Sign	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 3 Block 1 – Cladding and windows	CPCCCA3017 - Install exterior cladding			
	ssessment Activity with MBA GT			
Date attended:	/ /			
Daminal Marketon				
Required Workplace T				
	rue and plumb, and trim or pack studs to provide an even surface acro noggins to frames to line, flush with wall face and prepare frames to a			
manufacturers installa		scor amg to	o ciaac	41116
	ng, vapour barrier and flushing materials, fit into position and secure			
□ Identify locations for the location of the location	or ancillary materials and prepare to required lengths, position and secution instructions	cure as pe	r	
	d or jig, mark locations of each profile and cut cladding to fit length of	wall faces	or to j	join
intermediate studs	ladding at control of stude with joint flush to face and line, join manufe	stured be	arde u	sina
	ladding at centre of studs with joint flush to face and line, join manufa cation/method and fix and finish internal and external corners	icturea bo	aras u	sing
☐ Cut panelling to fit	height of wall, fix abutting joints of panelling, and cut, fit and fix panel	lling, plum	b and	level
Notes:				
				_

Declarations				
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Yes / No	(Please Circle)			
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Yes / No	(Please Circle)			
Trainer/Assessor Sign	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 3 Block 1 – Cladding and	CPCCCA3010 - Install windows and doors			
windows	NOTE: Only content relating to windows is delivered and assessed in	this bloc	΄	
	Assessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace 1				
windows and doors, in Association – An Indus	et compliance requirements of the NCC and Australian Standards relevenched ncluding AS2047 Windows and external glazed doors in buildings, and stry Guide to the Correct Fixing of Windows and Doors		_	
	ment, PPE and materials required for the job task	ا د د داهایی	ماد	ام
	pening for adequate clearance for window unit, position window unit ead and still are level, stiles are plumb and in wind, and reveals or fram	•	_	

Notes:
Declarations I agree that the AA is competent in the workplace for the unit of competency to industry and company standards.
Yes / No (Please Circle)
Workplace Supervisor Signature: Date: / / I agree that I can competently perform the workplace tasks for the unit of competency.
Yes / No (Please Circle)
Australian Apprentice/Trainee Signature: Date: / /
I agree that formal training in the underpinning knowledge and skills has been completed.
Yes / No (Please Circle)
Trainer/Assessor Signature: Date: / /
Block Unit Code and Title
Stage 3 Block 2 – Wet areas and doors CPCCCA3012 - Frame and fit wet area fixtures
Formal Training and Assessment Activity with MBA GT
Date attended: / /

Required Workplace T	asks			
☐ Set out noggins and depth to receive lip of	housings for bath fitments and fixtures and notch studs to height and bath	d level fo	r requi	red
·	o front edge of bath to height and level, fit and fix noggins and jack st	uds flush	for lin	ing
☐ Set out location of s	shower base, noggins and housings for shower fitments and fixtures a quired depth to receive shower base			_
' <u> </u>	and jack studs flush to wall face for lining, install corner flashing and cl	ean un in	neetin	σ all
	ts for safety, waste disposal and materials handling	cuii up, i	i i c c c i i i	5 411
Notes:				
5 1				
Declarations I agree that the AA is c	ompetent in the workplace for the unit of competency to industry and	compan	y stand	lards.
Yes / No	(Please Circle)			
Workplace Supervisor		Date:	/	/
I agree that I can comp	petently perform the workplace tasks for the unit of competency.			
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Australian Apprentice,	/Trainee Signature:	Date:	/	/
I agree that formal trai	ining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Signa	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 3 Block 2 –	CPCCCA3010 - Install windows and doors			
Wet areas and doors	NOTE: only content relating to doors is delivered and assessed in this	block		
Formal Training and A	ssessment Activity with MBA GT			
Date attended:	/ /			

Required Workplace Tasks					
· · · · · · · · · · · · · · · · · · ·	Access and interpret compliance requirements of the NCC and Australian Standards relevant to installing windows and doors, including AS2688 Timber and composite doors, and Australian Window Association – An Industry Guide to the Correct Fixing of Windows and Doors				
☐ Select tools, equipment, PPE and materials required for the job task					
☐ Check wall frame for adequate clearance for door frame, mark door jamb and head, cut door clearances and trench the door head to accommodate jambs, allowing for specified c	_	allowir	ng for		
\square Assemble, square, fix and brace door frame with flush rebates and select the type, gauge fasteners as per Australian Window Association	e and quar	ntity of	f		
☐ Install door frame into wall frame opening, ensuring the door jambs are plumb and in w linings, head is level and all appropriate flashings are in place	ind, positio	oned fl	ush to		
☐ Mark out hinges, fit door to frame and adjust gaps to requirements of <i>AS2688</i> and fit ar door stop components to manufacturers specifications	d fix door	furnitu	ire and		
☐ Fit hardware (rollers), fit door to cavity sliding door unit, make final adjustments to pack	king of cavi	ty slidi	ing		
door stile and fit and fix door furniture and cavity door centring locators, according to man specifications	ufacturer' s	3			
Notes:					
Declarations					
I agree that the AA is competent in the workplace for the unit of competency to industry an	d company	stand	lards.		
Yes / No (Please Circle)					
Workplace Supervisor Signature:	Date:	/	/		
I agree that I can competently perform the workplace tasks for the unit of competency.					
Yes / No (Please Circle)					
Australian Apprentice/Trainee Signature:	Date:	/	/		
I agree that formal training in the underpinning knowledge and skills has been completed.					
Yes / No (Please Circle)					
Trainer/Assessor Signature:		/	/		

Block	Unit Code and Title			
Stage 3 Block 3 - Stairs	CPCCCA3016 - Construct, assemble and install timber external stairs			
Formal Training and A	ssessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace T	asks			
☐ Determine exit and	ground finish levels from site drawings and location, and calculate ris	_	_	tairs
☐ Set out newel posts to layout of designed stairs, set out risers and goings to regulated pitch of stairs on stringers, house stringers to accommodate treads or fix metal brackets and set out and cut material for treads to length				
☐ Cut stringers and attach into newel posts and landings, fix treads to stringers, locate and secure bolts to maintain stair width and fix bracing and lateral ties to newels to maintain rigidity of stair structure				
☐ Mark material for handrails and balusters and cut to length☐ Fit and fix handrails and balusters and instal non-slip finish to treads				
Notes:				
Declarations	ompetent in the workplace for the unit of competency to industry and	Lompan	y stand	lards
rugree that the AA is c	ompetent in the workplace for the unit of competency to maustry and	Compan	, stana	urus.
Yes / No	(Please Circle)			
Workplace Supervisor	Signature: Detently perform the workplace tasks for the unit of competency.	Date:		1
	(Please Circle)			
Yes / No Australian Apprentice		Date:	,	1
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I agree that formal tra	ining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Sign	ature:	Date:	/	/
Block	Unit Code and Title			
Stage 3 Block 4 – Line, panel and moulding	CPCCCA3024 - Install lining, panelling and moulding			
Formal Training and A	Assessment Activity with MBA GT			
Date attended:	/ /			
Required Workplace 1	Fasks			
☐ Select fixing proced width and height	dures for lining materials, and set out surface to provide a balanced pan	el or boa	rd effe	ct to
_	als and cut to length and/or shape, fit and position			
_	re joints and scribed joints, cut to length, position and fit nd to profile shape and length, and mark standard pelmet moulding to	longth ar	nd cut	fi+
	mitres true without gaps	lengin an	iu cut,	1110
\square Set out raked moul	ding to position and shape mould to pattern for each position			
Notes:				

Declarations				
I agree that the AA is	competent in the workplace for the unit of competency to industry and	d company	stanc	lards.
Yes / No	(Please Circle)			
Workplace Superviso	r Signature:	Date:	/	/
I agree that I can com	petently perform the workplace tasks for the unit of competency.			
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Yes / No	(Please Circle)			
Australian Apprentice		Date:	/	/
I agree that formal tro	aining in the underpinning knowledge and skills has been completed.			
Yes / No	(Please Circle)			
Trainer/Assessor Sign	nature:	Date:	,	,
Trainer/Assessor Sign	lature.	Date.		
Block	Unit Code and Title			
Stage 3 Block 5/6 –				
Roofing and	<u>CPCCCA3005 - Construct ceiling frames</u>			
calculations				
Date attended:	Assessment Activity with MBA GT			
Date attended.				
Required Workplace	Tasks			
☐ Identify rafter posi	tions for roof type and set out on top plates to determine ceiling joist	positions		
☐ Set out location of	ceiling joists on the top plate to specifications and spacing requireme	nts of ceil	ing lini	ng
☐ Design and set out framed construction	for ceiling joist support members to meet the requirements of AS168	4 Residen	tial tin	าber-
	ng joists, trimmers, hanging beams, counter beams, strutting beams a	and combi	nation	s of
these components as per <i>AS1684</i> Clean up according to legislative and workplace requirements for safety, waste disposal and materials handling				
•	nd store tools and equipment and report any faults			Θ'

Declarations I agree that the AA is competent in the workplace for the unit of competency to industry and company standards. Yes / No (Please Circle)
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Workplace Supervisor Signature: Date: / /
I agree that I can competently perform the workplace tasks for the unit of competency.
Yes / No (Please Circle)
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Australian Apprentice/Trainee Signature: Date: / /
I agree that formal training in the underpinning knowledge and skills has been completed.
Yes / No (Please Circle)
Trainer/Assessor Signature: Date: / /
Block Unit Code and Title
Stage 3 Block 5/6 –
Roofing and CPCCCA3007 - Construct pitched roofs
Formal Training and Assessment Activity with MBA GT
Date attended: / /
Required Workplace Tasks
☐ Set out and mark position of members on top plates for roof type and rafter spacing, and determine bevels for

☐ Calculate and set out pattern rafter to length allowing for overhang and creeper reductions, and set out and					
cut main ridge boards to length Cut common rafters to length, erect common rafters in correct sequence, calculate lengths for hip and valley					
-	pof and cut and fix hip and valley rafters				
•	rafters from pattern rafter allowing for overhang			_	
valley and ridges	cut and install under-purlins, and measure, cut and install struts to un	naer-purii	ns, nip	S,	
☐ Install collar ties and	d tie-downs to span tables in AS1684 Residential timber-framed const	ruction a	nd fit		
trimmers to gable end	s to take gamble end rafter and barge board				
\square Cut and fix valley bo	pards and surrounding battens				
Notes:					
Declarations					
	competent in the workplace for the unit of competency to industry and	l company	stana	lards.	
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Yes / No	(Please Circle)				
Workplace Supervisor		Date:	/	/	
I agree that I can comp	petently perform the workplace tasks for the unit of competency.				
Yes / No	(Please Circle)				
Australian Apprentice	/Trainee Signature:	Date:	/	/	
	ining in the underpinning knowledge and skills has been completed.		<u> </u>		
Yes / No	(Please Circle)				
Trainer/Assessor Signa	ature:	Date:	/	/	
Block	Unit Code and Title				
Stage 3 Block 5/6 –	CDCCOM2004 Deufenne enskrigten erlandskapete det enskipe		a ata I		
Roofing and	CPCCOM3001 - Perform construction calculations to determine carp	entry mai	<u>:eriai</u>		
calculations	requirements				
Formal Training and A Date attended:	ssessment Activity with MBA GT				
Date attended:	/ /				

Required Workplace Tasks			
☐ Review drawings, specifications and workplace requirements for a construction project dimensions of each type of construction material for the project	t and deteri	mine	
☐ Calculate the area of each type of lining material, the total area of the building wrap at external cladding material, the total area of each type of roofing material, and the quantimeasured by volume			
☐ Calculate the quantity of wall and roof framing materials, the dimensions and quantity flooring and lining material, the length of linear flooring and lining material, the dimensio of external cladding material, the length of linear external cladding material, and the dimension of roofing material	ns and quar	itity of	sheets
☐ Record workings and review calculations for accuracy			
☐ Record results of calculations as required for costing and ordering materials			
Notes:			
Declarations			
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Yes / No (Please Circle)			
Workplace Supervisor Signature:	Date:	/	/
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Australian Apprentice/Trainee Signature:	Date:	/	/
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Yes / No (Please Circle)			
Trainer/Assessor Signature:	Date:	/	1

