

# CPC30220 Certificate III in Carpentry Training Record Book



**MASTER BUILDERS  
GROUP TRAINING**

RTO NO. 88163

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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

What knowledge or skills have you learnt in the past three Blocks?

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What knowledge or skills do you hope to learn in the next three Blocks?

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Trainer/Employer Feedback:

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### End of Year Report

What knowledge or skills have you learnt in the past three Blocks?

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What knowledge or skills do you hope to learn in the next three Blocks?

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Trainer/Employer Feedback:

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## Stage 3

### Mid-Year Report

What knowledge or skills have you learnt in the past three Blocks?

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What knowledge or skills do you hope to learn in the next three Blocks?

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Trainer/Employer Feedback:

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### End of Year Report

What knowledge or skills have you learnt in the past three Blocks?

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What knowledge or skills do you hope to learn in the next three Blocks?

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Trainer/Employer Feedback:

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**Notes:**

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**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:** / /

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Yes / No (Please Circle)

**Trainer/Assessor Signature:**

**Date:** / /

Block	Unit Code and Title
Short Course	<a href="#">CPCCCM2008 - Erect and dismantle restricted height scaffolding</a>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

Gather and interpret information related to the job including diagrams and sketches, engineering design



specifications, manufacturers specifications, SDS, environmental protection, regulatory and legislative requirements and Australian Standards

- Follow safe work procedures including JSA, SWMS, risk control measures and equipment
- Apply risk control measures and equipment including installing safety signs and barriers
- Identify, select and check the required PPE, plant, tools and equipment for serviceability and rectify or report 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 structural and safety areas of scaffolding for damage, corrosion and wear as well as compliance with type of scaffolding equipment
- Clean, check, maintain and store plant, tools and equipment in accordance with manufacturers specifications and workplace requirements

**Notes:**

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Block	Unit Code and Title
Short Course	<a href="#">CPCCCM3001 - Operate elevated work platforms up to 11 metres</a>
Formal Training and Assessment Activity with MBA GT	
<b>Date attended:</b>	/ /
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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 – Safety and powder actuated tools	<a href="#">CPCCCA3027 - Set up, operate and maintain indirect action powder-actuated power tools</a>

**Formal Training and Assessment Activity with MBA GT**

Date attended: / /

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**Required Workplace Tasks**

- Access and interpret work instructions and compliance requirements of legislation and codes of practice relevant to setting up, operating and maintaining powder-actuated power tools
- Select and inspect the required tools, equipment and PPE required for the task and rectify or report any faults
- Inspect work site, locate services, assess hazards and apply risk controls, including signage and barricades
- Check tool for operation and test fire following manufacturers specifications and WHS requirements for use of powder-actuated power tools
- Operate tool to fix fastener in place and check fastening penetration, applying appropriate depth into material
- Clean tool and perform periodic maintenance service to manufacturers specifications and record in logbook
- Store powder-actuated tools and charges and clean up, meeting all legislative and workplace requirements for safety, waste disposal and materials handling.

**Notes:**

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Yes / No (Please Circle)	
<b>Australian Apprentice/Trainee Signature:</b>	<b>Date:</b> / /
<i>I agree that formal training in the underpinning knowledge and skills has been completed.</i>	
Yes / No (Please Circle)	
<b>Trainer/Assessor Signature:</b>	<b>Date:</b> / /

Block	Unit Code and Title
Stage 1 Block 2 – Tools and equipment	<a href="#">CPCCCA2011 - Handle carpentry materials</a>
Formal Training and Assessment Activity with MBA GT	
<b>Date attended:</b>	/ /
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Required Workplace Tasks	
<input type="checkbox"/> Access and interpret work instructions, operational details, legal/regulatory requirements and other relevant information for the building project <input type="checkbox"/> Gather and interpret all information related to the job (including organisational safety plans and procedures, JSAs, SDSs, SWMS, diagrams, plans, drawings, specifications, signage and barricades and manufacturers recommendations) <input type="checkbox"/> Identify materials appropriate to the work application and calculate requirements based on plans, specifications and quality procedures <input type="checkbox"/> Conduct an effective site inspection and assessment of conditions, risks and hazards <input type="checkbox"/> 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 <input type="checkbox"/> Remove non-toxic materials using correct procedures and follow environmental protection procedures when disposing of, reusing and/or recycling waste	

**Notes:**

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**Date:** / /

Block	Unit Code and Title
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Stage 1 Block 2 –  
Tools and equipment

[CPCCCA2002 - Use carpentry tools and equipment](#)

**Formal Training and Assessment Activity with MBA GT**

**Date attended:**

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**Required Workplace Tasks**

- Identify requirements and plan work to comply with laws and regulations, national construction codes, Australian Standards, work health and safety (WHS), environmental requirements, manufacturers specifications and workplace requirements
- Conduct an effective site inspection and assessment of conditions, risks and hazards
- Select equipment and hand, power and pneumatic tools, plant and equipment appropriate to carry out the

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
- Follow correct procedures and safety requirements when using selected hand, power and pneumatic tools, plant and equipment during the building project
- Clean up, meeting all legislative and workplace requirements for safety, waste disposal and materials handling
- Check, maintain, store and secure tools and equipment and report any faults

**Notes:**

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Block	Unit Code and Title
Stage 1 Block 3 – Communication and working effectively	<a href="#">CPCCOM1015 - Carry out measurements and calculations</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
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**Required Workplace Tasks**

- Select measuring and calculating equipment that are consistent with job requirements, checked for serviceability, and faults reported or rectified
- Select, apply, confirm and record the correct method of obtaining the measurement, including areas and volumes
- Obtain linear measurements accurate to 1mm using a ruler or tape
- Calculate material quantities for the project using the appropriate factors
- Select appropriate formulas for calculating quantities, check calculations for accuracy and record calculation workings and results

**Notes:**

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Block	Unit Code and Title
Stage 1 Block 3 – Communication and working effectively	<a href="#">CPCCOM1014 - Conduct workplace communication</a>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

- Gather, receive and respond to instructions and information provided by others
- Correctly convey instructions and information given to others
- Use effective communication 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

**Notes:**

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Block	Unit Code and Title
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Stage 1 Block 4 – Plans, specs and risk control	<a href="#">CPCWHS3001 - Identify construction work hazards and select risk control strategies</a>
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**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

- Access and interpret work site and compliance requirements such as Australian standards, industry guidelines, National Construction Code requirements, and codes of practice including the Model Code of Practice for Construction Work when identifying site hazards and selecting risk control strategies
- 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 risk for each identified hazard
- Access and interpret requirements for JSAs and SWMS including environmental requirements, public health

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 requirements

Prepare and implement a Safe Work Method Statement (SWMS) according to work health and safety legislation and workplace requirements

**Notes:**

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**Date:** / /

Block	Unit Code and Title
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Stage 1 Block 4 – Plans, specs and risk control	<a href="#">CPCCCA3025 - Read and interpret plans, specifications and drawings for carpentry work</a>
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**Formal Training and Assessment Activity with MBA GT**

<b>Date attended:</b>	/ /
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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

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**Date:** / /

Block	Unit Code and Title
Stage 1 Block 5 – Hand excavation and concreting	<a href="#">CPCCCM2006 - Apply basic levelling procedures</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
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<b>Required Workplace Tasks</b>	
<input type="checkbox"/> Access and interpret job requirements, work instructions, operational details and legal/regulatory requirements for levelling work <input type="checkbox"/> Determine work site conditions and hazards within scope of own role and reported to appropriate personnel <input type="checkbox"/> Confirm and apply health and safety requirements for levelling procedures and select levelling tools and equipment according to job requirements <input type="checkbox"/> Communicate and work effectively and safely with others, including using agreed communication signals <input type="checkbox"/> Set up levelling device, and check levelling device tolerance according to manufacturer’s specifications <input type="checkbox"/> Shoot levels, transfer heights to required location and mark according to job requirements <input type="checkbox"/> Confirm accuracy of the readings taken, including set-up and movement of device and accurately record results of each levelling procedure according to organisational requirements	
<b>Notes:</b>	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<b>Declarations</b>	
<i>I agree that the AA is competent in the workplace for the unit of competency to industry and company standards.</i>	
Yes / No (Please Circle)	
<b>Workplace Supervisor Signature:</b>	<b>Date:</b> / /

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	<a href="#">CPCCCM2002 - Carry out hand excavation</a>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

- Access and interpret legislative and workplace requirements relevant to carrying out excavations, and follow WHS requirements in accordance with safety plans and policies
- Select, fit and use the appropriate PPE and clothing for each job task
- Inspect worksite to locate above ground services, assess hazards and determine risk controls
- Locate service markers or taped areas to ensure underground services are avoided and free from interference
- 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
- Check, maintain and store tools and equipment and report any faults

**Notes:**

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 Yes / No (Please Circle)

**Workplace Supervisor Signature:** \_\_\_\_\_ **Date:** / /

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 Yes / No (Please Circle)

**Trainer/Assessor Signature:** \_\_\_\_\_ **Date:** / /

Block	Unit Code and Title
Stage 1 Block 5 – Hand excavation and concreting	<a href="#">CPCCCO2013 - Carry out concreting to simple forms</a>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

- Plan all work to comply with laws and regulations, the National Construction Code (NCC), Australian Standards, work health and safety (WHS) and environmental requirements, manufacturers specifications, workplace requirements, drawings and specifications
- Select the required tools, equipment and PPE relevant to the job task, check for serviceability and report any faults



- Select materials required for the job task, calculate quantities, handle safely and prepare and position ready for use
- Prepare substrate, review design from drawings and erect formwork
- Handle, cut and position reinforcing components, position reinforcing bars and mesh and position bar chairs and spacers with minimum edge cover
- Clean formwork of excess materials and debris before concrete placement, transport and place concrete in formwork to specified depth, and screed concrete to the alignment of formwork and specified datums
- De-nail timber components following stripping of formwork, clean and stack components and store for reuse or bundle for removal, remove formwork components from site and clean up according to legislative and workplace requirements

**Notes:**

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Yes / No (Please Circle)

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Block	Unit Code and Title
Stage 1 Block 6 – Set out and levelling	<a href="#">CPCCCA3002 - Carry out setting out</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
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**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 serviceability and report any faults
- Locate and identify survey pegs at the corners of the site based on drawings and specifications, and set string lines into position to identify site boundary markings
- 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:**

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Block	Unit Code and Title
Stage 1 Block 6 – Set out and levelling	<a href="#">CPCCOM3006 - Carry out levelling operations</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<b>Required Workplace Tasks</b>	
<input type="checkbox"/> Plan and prepare for levelling activities to comply with laws and regulations, Australian Standards, work health and safety (WHS) and environmental requirements, manufacturers specifications, workplace requirements, drawings and specifications <input type="checkbox"/> Select the required tools, equipment and PPE required for the job task, check for serviceability and report any faults <input type="checkbox"/> Inspect work site, assess hazards and services and apply risk controls, including signage barricades <input type="checkbox"/> Carry out levelling procedures using rise and fall method <input type="checkbox"/> Carry out levelling procedures using height of collimation method <input type="checkbox"/> Calculate distances from instrument to stations using staff, stadia lines and identified factor of levelling instrument	
<b>Notes:</b>	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<b>Declarations</b>	
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Yes / No (Please Circle)

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**Date:** / /

Block	Unit Code and Title
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Stage 2 Block 1 - Formwork	<a href="#">CPECCA3028 - Erect and dismantle formwork for footings and slabs on ground</a>
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Formal Training and Assessment Activity with MBA GT	
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<b>Date attended:</b>	/ /
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Required Workplace Tasks
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- Clear work area and prepare surface for safe erection of formwork
- Measure, set out and level formwork, apply fixing and fasteners and construct and erect edge rebate
- Check and brace formwork for accuracy of square and dimension, install block-outs and cast-in services to specified locations and apply release agent to formwork face
- Strip edge boxing and bracing support sequentially and safely and check for re-usability and dispose of damaged components to meet safety and environmental requirements
- Safely de-nail, clean, oil and store or stack reusable formwork components and clean up, meeting all legislative and workplace requirements for safety, waste disposal and materials handling

**Notes:**


<b>Declarations</b>	
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Yes / No      (Please Circle)	
<b>Workplace Supervisor Signature:</b>	<b>Date:</b> /   /
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Yes / No      (Please Circle)	
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Yes / No      (Please Circle)	
<b>Trainer/Assessor Signature:</b>	<b>Date:</b> /   /

Block	Unit Code and Title
Stage 2 Block 1 - Formwork	<a href="#">CPCCSF2004 - Place and fix reinforcement materials</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/     /


<b>Required Workplace Tasks</b>	
<input type="checkbox"/> Review and clarify tasks and specifications, as well as WHS requirements to place and fix reinforcement materials <input type="checkbox"/> Identify and erect safety signage and barricades, and review environmental requirements for the task <input type="checkbox"/> Select plant, tools and equipment, and check stock of reinforcement materials for correct type, quality and quantities against reinforcement schedule and details in plans/specifications <input type="checkbox"/> Cut and bend reinforcement bars to required set out and tie bars to designed configuration <input type="checkbox"/> Attach stiffening rods to panels, locate bar chairs and spacers to requirements and place and fix reinforcement <input type="checkbox"/> Check location and position of reinforcement, fixing ties, depth of coverage, clearance, spacing and overlap of reinforcement material	

Clean up after placing and fixing reinforcement materials, and clean, check, maintain and store all plant, tools and equipment

**Notes:**

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Block	Unit Code and Title
Stage 2 Block 2 - Flooring	<a href="#">CPCCCA3003 - Install flooring systems</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
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**Required Workplace Tasks**

- Access and interpret work instructions, operational details, plans, specifications, drawings, standards and other relevant information to plan and prepare for installation
- Position support structure, stumps/piers to set-out lines, drawings and specifications
- Install and check support structure, posts, stumps and piers for level, plumb and square
- Mark, cut, locate and fix bearers in compliance with plans, specifications, drawings and regulations
- Set out, place and install floor joists in accordance with drawings and specifications
- Check flooring materials, confirm floor measurements, cut and prepare flooring materials for installation with a minimum of waste, and install and secure flooring to manufacturers specifications

**Notes:**

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**Date:** / /

Block	Unit Code and Title
Stage 2 Block 3 – Wall frames and demo	<a href="#">CPCCCA3004 - Construct and erect wall frames</a>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

- Identify and confirm quality requirements for work as set out in relevant Australian Standards (AS:1684) and NASH: Standard Residential and Low-rise Steel Framing
- Determine load bearing walls and non-load bearing walls from instructions, plans, drawings and specifications
- Check wall frame components for quality including compliance with regulatory criteria and load bearing requirements
- Set out and construct timber framed walls to accommodate roof and ceiling members and different types of cladding or linings
- Set out and erect steel framed walls to accommodate roof and ceiling members and different types of cladding or linings

**Notes:**

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Block	Unit Code and Title
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Stage 2 Block 4/5 – Trusses and eaves	<a href="#">CPCCCA3006 - Erect roof trusses</a>
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**Formal Training and Assessment Activity with MBA GT**

<b>Date attended:</b>	/ /
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**Required Workplace Tasks**

- Select tools, plant and equipment to sufficiently carry out work tasks including PPE, and ensuring good working order
- Check roof trusses and roofing materials for quality against manufacturers specifications and compliance with regulations
- Confirm requirements relating to eaves construction techniques, levelling techniques, principles of roof geometry, wall framing construction techniques etc.
- Follow safe work practices to plan, prepare, set out and erect a roof comprising of a hip end, valley and gable end
- Set out and erect timber trusses manufactured to AS 4440 Installation of nail-plated timber roof trusses and steel trusses to the requirements of the NASH Standards
- Check that completed work complies with plans and specifications and all legislative, company and quality requirements

**Notes:**


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Block	Unit Code and Title
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Stage 2 Block 4/5 –  
Trusses and eaves

[CPCCCA3008 - Construct eaves](#)

**Formal Training and Assessment Activity with MBA GT**

**Date attended:**

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**Required Workplace Tasks**

- Determine eaves design from drawings and specifications and set out and fix framework
- Set out, mark and cut timber and steel framework members to lengths for framework structure

- 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
- Fit and fix moulding to finish eaves, and fit rakes eaves to rafter or framing

**Notes:**

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Block	Unit Code and Title
Stage 2 Block 6 – Ceilings and bulkheads	<a href="#">CPCCWC3004 - Install suspended ceilings</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
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**Required Workplace Tasks**

- Set out ceiling grid and alignment levels for ceiling and fix suspension rods to underside of soffit and structural members with masonry anchors, bolts and screws
- Assemble suspended framework and connect to suspension rods and fasten suspension system, check for looseness and rattles, and secure as required
- Fix bridging framework to both sides of service ducts to support suspension system
- Install lining materials according to design pattern set out in job drawings, cut edges of lining materials and conceal to match pre-finished edges
- Provide openings and penetrations as shown in job drawings and fix trims and beads at junctions with other building elements and surfaces
- Clear work area and dispose of, reuse or recycle materials and clean, check, maintain and store tools and equipment in accordance with manufacturers specifications

**Notes:**

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**Date:** / /

Block	Unit Code and Title
Stage 2 Block 6 – Ceilings and bulkheads	<a href="#">CPCCCA3014 - Construct and install bulkheads</a>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:**        /        /

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**Required Workplace Tasks**

- Plan all work to comply with laws and regulations, the National Construction Code (NCC), Australian Standards, work health and safety (WHS) and environmental requirements, manufacturers specifications, workplace requirements, drawings and specifications
- Select tools, equipment and PPE required for the job task, check for serviceability and report any faults
- Identify materials required for task, calculate quantities, handle safely and prepare and position ready for use
- Set out and cut bulkhead trimmers and plates
- Select fasteners to support the weight of the bulkhead, and assemble bulkhead, fix to position and specification
- Set out pre-manufactured bulkhead sections, use fasteners as specified by frame manufacturer and fix to position and specification

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**Date:** / /

Block	Unit Code and Title
Stage 3 Block 1 – Cladding and windows	<a href="#">CPCCCA3017 - Install exterior cladding</a>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

- Check frames are true and plumb, and trim or pack studs to provide an even surface across studs and noggins
- Fit and fix rows of noggins to frames to line, flush with wall face and prepare frames to according to cladding manufacturers installation instructions
- Cut weatherproofing, vapour barrier and flushing materials, fit into position and secure
- Identify locations for ancillary materials and prepare to required lengths, position and secure as per manufacturers installation instructions
- Produce set out rod or jig, mark locations of each profile and cut cladding to fit length of wall faces or to join intermediate studs
- Join butt joints of cladding at centre of studs with joint flush to face and line, join manufactured boards using manufacturers specification/method and fix and finish internal and external corners
- Cut panelling to fit height of wall, fix abutting joints of panelling, and cut, fit and fix panelling, plumb and level

**Notes:**

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Yes / No (Please Circle)
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Yes / No (Please Circle)
<b>Trainer/Assessor Signature:</b> _____ <b>Date:</b> /    /

Block	Unit Code and Title
Stage 3 Block 1 – Cladding and windows	<a href="#">CPCCCA3010 - Install windows and doors</a> <i>NOTE: Only content relating to <b>windows</b> is delivered and assessed in this block</i>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
<b>Required Workplace Tasks</b>	
<input type="checkbox"/> Access and interpret compliance requirements of the NCC and Australian Standards relevant to installing windows and doors, including AS2047 Windows and external glazed doors in buildings, and Australian Window Association – An Industry Guide to the Correct Fixing of Windows and Doors	
<input type="checkbox"/> Select tools, equipment, PPE and materials required for the job task	
<input type="checkbox"/> Check wall frame opening for adequate clearance for window unit, position window unit with packing and flashings so that the head and still are level, stiles are plumb and in wind, and reveals or frame are finished flush with face of inside wall lining	



- Select type, gauge and quantity of fasteners as per Australian Window Association and fix window to wall frame
- Clean up, meeting all legislative and workplace requirements for safety, waste disposal and materials handling

**Notes:**

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Yes / No (Please Circle)

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**Date:** / /

Block	Unit Code and Title
Stage 3 Block 2 – Wet areas and doors	<a href="#">CPCCCA3012 - Frame and fit wet area fixtures</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
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**Required Workplace Tasks**

- Set out noggins and housings for bath fitments and fixtures and notch studs to height and level for required depth to receive lip of bath
- Construct support to front edge of bath to height and level, fit and fix noggins and jack studs flush for lining
- Set out location of shower base, noggins and housings for shower fitments and fixtures and mark and notch all plates and studs to required depth to receive shower base
- Fit and fix noggins and jack studs flush to wall face for lining, install corner flashing and clean up, meeting all legislative requirements for safety, waste disposal and materials handling

**Notes:**

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Block	Unit Code and Title
Stage 3 Block 2 – Wet areas and doors	<u>CPCCCA3010 - Install windows and doors</u> <i>NOTE: only content relating to <b>doors</b> is delivered and assessed in this block</i>

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**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 to length allowing for door clearances and trench the door head to accommodate jambs, allowing for specified clearances
- Assemble, square, fix and brace door frame with flush rebates and select the type, gauge and quantity of fasteners as per Australian Window Association
- Install door frame into wall frame opening, ensuring the door jambs are plumb and in wind, positioned flush to linings, head is level and all appropriate flashings are in place
- Mark out hinges, fit door to frame and adjust gaps to requirements of *AS2688* and fit and fix door furniture and door stop components to manufacturers specifications
- Fit hardware (rollers), fit door to cavity sliding door unit, make final adjustments to packing of cavity sliding door stile and fit and fix door furniture and cavity door centring locators, according to manufacturer’s specifications

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Block	Unit Code and Title
Stage 3 Block 3 - Stairs	<a href="#">CPCCCA3016 - Construct, assemble and install timber external stairs</a>
<b>Formal Training and Assessment Activity with MBA GT</b>	
<b>Date attended:</b>	/ /
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<b>Required Workplace Tasks</b>	
<input type="checkbox"/> Determine exit and ground finish levels from site drawings and location, and calculate rise and going of stairs <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> Mark material for handrails and balusters and cut to length <input type="checkbox"/> Fit and fix handrails and balusters and instal non-slip finish to treads	
<b>Notes:</b>	
<hr/> <hr/> <hr/> <hr/> <hr/>	
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Yes / No (Please Circle)

Trainer/Assessor Signature:

Date: / /

Block	Unit Code and Title
Stage 3 Block 4 – Line, panel and moulding	<a href="#">CPCCCA3024 - Install lining, panelling and moulding</a>

**Formal Training and Assessment Activity with MBA GT**

Date attended: / /

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**Required Workplace Tasks**

- Select fixing procedures for lining materials, and set out surface to provide a balanced panel or board effect to width and height
- Mark lining materials and cut to length and/or shape, fit and position
- Mark skirtings, mitre joints and scribed joints, cut to length, position and fit
- Cut scotia return end to profile shape and length, and mark standard pelmet moulding to length and cut, fit assemble and fix with mitres true without gaps
- Set out raked moulding to position and shape mould to pattern for each position

**Notes:**

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<b>Trainer/Assessor Signature:</b>	<b>Date:</b> / /

Block	Unit Code and Title
Stage 3 Block 5/6 – Roofing and calculations	<a href="#">CPCCCA3005 - Construct ceiling frames</a>
Formal Training and Assessment Activity with MBA GT	
<b>Date attended:</b>	/ /
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Required Workplace Tasks
<input type="checkbox"/> Identify rafter positions for roof type and set out on top plates to determine ceiling joist positions
<input type="checkbox"/> Set out location of ceiling joists on the top plate to specifications and spacing requirements of ceiling lining
<input type="checkbox"/> Design and set out for ceiling joist support members to meet the requirements of <i>AS1684 Residential timber-framed construction</i>
<input type="checkbox"/> Cut and install ceiling joists, trimmers, hanging beams, counter beams, strutting beams and combinations of these components as per <i>AS1684</i>
<input type="checkbox"/> Clean up according to legislative and workplace requirements for safety, waste disposal and materials handling and check, maintain and store tools and equipment and report any faults

**Notes:**

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**Date:** / /

Block	Unit Code and Title
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Stage 3 Block 5/6 –  
Roofing and  
calculations

[CPCCCA3007 - Construct pitched roofs](#)

**Formal Training and Assessment Activity with MBA GT**

**Date attended:** / /

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**Required Workplace Tasks**

Set out and mark position of members on top plates for roof type and rafter spacing, and determine levels for all roof members

- 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 rafters from pitch of roof and cut and fix hip and valley rafters
- Cut and fix creeper rafters from pattern rafter allowing for overhang
- Determine lengths, cut and install under-purlins, and measure, cut and install struts to under-purlins, hips, valley and ridges
- Install collar ties and tie-downs to span tables in *AS1684 Residential timber-framed construction* and fit trimmers to gable ends to take gable end rafter and barge board
- Cut and fix valley boards and surrounding battens

**Notes:**

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Block	Unit Code and Title
Stage 3 Block 5/6 – Roofing and calculations	<a href="#">CPCCOM3001 - Perform construction calculations to determine carpentry material requirements</a>
Formal Training and Assessment Activity with MBA GT	
<b>Date attended:</b>	/ /
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**Required Workplace Tasks**

- Review drawings, specifications and workplace requirements for a construction project and determine dimensions of each type of construction material for the project
- Calculate the area of each type of lining material, the total area of the building wrap and of each type of external cladding material, the total area of each type of roofing material, and the quantity of materials that are measured by volume
- Calculate the quantity of wall and roof framing materials, the dimensions and quantity of sheets of each type of flooring and lining material, the length of linear flooring and lining material, the dimensions and quantity of sheets of external cladding material, the length of linear external cladding material, and the dimensions and quantity of sheets or units of roofing material
- Record workings and review calculations for accuracy
- Record results of calculations as required for costing and ordering materials

**Notes:**

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