



**Careers  
Australia**

## **Our Experience - Your Education**

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***CPC50208 Diploma of Building and Construction (Building)***

***CPC30208 Certificate III in Carpentry***

***CPC30108 Certificate III in Bricklaying/Blocklaying***

***CPC31308 Certificate III in Wall and Floor Tiling***

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### ***COURSE HANDBOOK***

Careers Australia Institute of Training  
ABN 30 122 082 204 RTO 31470 CRICOS Provider 03026K (QLD)

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## 1 Entry requirements

### ***Age requirements***

The age requirement for entry into Careers Australia Institute of Training International Programs is 18 years and over.

### ***Language requirements***

English is the language of instruction at Careers Australia Institute of Training (“the Institute”) and proficiency in speaking, listening to, reading and writing English is essential. The International English Language Testing System (IELTS) is the preferred English language proficiency qualification but the Institute may accept other evidence of proficiency in English in individual cases.

The Institute requires all students whose first language is not English to provide formal evidence of their English competency with an IELTS test. This test must be current within the last two years. Where evidence of a suitable test result can not be provided, the Institute reserves the right to deny the application until the language requirement can be met by the applicant.

The minimum level of a student’s English language is a score of IELTS 5.5 (Academic), ISLPR or relevant assessment. Further information may be accessed from the Australian Department of Immigration and Citizenship [www.immi.gov.au](http://www.immi.gov.au) or the Australian Government Department of Foreign Affairs and Trade <http://www.dfat.gov.au/missions>

### ***Academic requirements***

The academic requirement for entry into Careers Australia Institute of Training International Programs is the completion of secondary schooling..

### ***Academic recognition***

Students with other qualifications should apply for pre visa course credit recognition assessment. Your qualification details can be forwarded to the Institute for assessment.

## 2 Course information

The training is conducted under the CPC08 National Training Package. The Institute may alter its course design and structure within the rules of the qualification and endeavours to engage students in such changes as much as practicable.

Any transition from one package to another will be facilitated to minimise disruption to students. Changes to course requirements may require changes to course fees, and students will be responsible to meet any fee increases associated with such changes as and when they fall due.

### ***Course structure***

The Certificate III in Carpentry, Bricklaying/Blocklaying, and Wall & Floor Tiling courses are designed to give the student key construction skills.

Practical construction theory sessions form student’s compulsory timetable and are designed to give each student specialised support in their studies and cultural transition to Australia.

## Requirements to achieve a qualification

### CPC30208 Certificate III in Carpentry

To be issued with a CPC30208 Certificate III in Carpentry, the student must undertake and successfully complete the competency requirements for all 30 units of competency and Vocational Placement.

Unit of Competency Code	Unit of Competency Name	RPL Fee
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	\$183
CPCCCA2001A	Handle carpentry materials	\$183
CPCCCA2002A	Use carpentry tools and equipment	\$183
CPCCCM1002A	Work effectively and sustainably in the construction industry	\$183
CPCCCM1003A	Plan and organise work	\$183
CPCCCM1004A	Conduct workplace communication	\$183
CPCCCM1005A	Carry out measurements and calculations	\$183
CPCCCA3013A	Install lining, panelling and moulding	\$183
CPCCCA3004A	Construct wall frames	\$183
CPCCCA3003A	Install flooring systems	\$183
CPCCCA3010A	Install and replace windows and doors	\$183
CPCCCM2001A	Read and interpret plans and specifications	\$183
CPCCCA3017A	Install exterior cladding	\$183
CPCCCA3012A	Frame and fit wet area fixtures	\$183
CPCCCA3001A	Carry out general demolition of minor building structures.	\$183
CPCCCA3002A	Carry out setting out	\$183
CPCCCM2002A	Carry out excavation	\$183
CPCCCO2003A	Carry out concreting to simple forms	\$183
CPCCSF2004A	Place and fix reinforcement materials	\$183
CPCCCA3023A	Carry out levelling operations	\$183
CPCCCA3016A	Construct external timber stairs	\$183
CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground	\$183
CPCCCA3019A	Erect and dismantle formwork to suspended slabs, columns, beams and walls	\$183
CPCCCM2008A	Erect and dismantle restricted height scaffolding	\$183
CPCCCM1006A	Work safely at heights	\$183
CPCCCA3007A	Construct pitched roofs	\$183
CPCCCA3005A	Construct ceiling frames	\$183
CPCCCA3008A	Construct eaves	\$183
CPCCCA3006A	Erect roof trusses	\$183
CPCCCM2007A	Use explosive power tools	\$183
	Vocational Placement	

**CPC30108 Certificate III in Bricklaying/Blocklaying**

To be issued with a CPC30108 Certificate III in Bricklaying/Blocklaying, the student must undertake and successfully complete the competency requirements for all 27 units of competency and Vocational Placement.

Unit of Competency Code	Unit of Competency Name	RPL Fee
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	\$204
CPCCBL2001A	Handle and prepare bricklaying and blocklaying materials	\$204
CPCCCM1003A	Plan and organise work	\$204
CPCCCM1004A	Conduct workplace communication	\$204
CPCCCM1005A	Carry out measurements and calculations	\$204
CPCCBL2002A	Use bricklaying and blocklaying tools and equipment	\$204
CPCCCA3002A	Carry out setting out	\$204
CPCCCM1002A	Work effectively and sustainably in the construction industry	\$204
CPCCBL3002A	Carry out masonry veneer construction	\$204
CPCCBL3003A	Carry out cavity brick construction	\$204
CPCCCM2001A	Read and interpret plans and specifications	\$204
CPCCCM2006A	Apply basic levelling procedures	\$204
CPCCCM2007A	Use explosive power tools	\$204
CPCCBL3004A	Construct masonry steps and stairs	\$204
CPCCCO2003A	Carry out concreting to simple forms	\$204
CPCCBL3001A	Lay paving	\$204
CPCCCM2009A	Carry out basic demolition	\$204
CPCCBL3015A	Construct decorative brickwork	\$204
CPCCBL3005A	Lay masonry walls and corners	\$204
CPCCBL3016A	Construct battered masonry walls and piers	\$204
CPCCBL3006A	Lay multi-thickness walls and piers	\$204
CPCCBL3009A	Install flashings and damp proof course	\$204
CPCCBL3010A	Construct masonry arches	\$204
CPCCBL3011A	Construct curved walls	\$204
CPCCBL3013A	Construct masonry structural systems	\$204
CPCCBL3014A	Install fire-rated masonry construction	\$204
CPCCCM2008A	Erect and dismantle restricted height scaffolding	\$204
	Vocational Placement	

### CPC31308 Certificate III in Wall and Floor Tiling

To be issued with a CPC31308 Certificate III in Wall and Floor Tiling, the student must undertake and successfully complete the competency requirements for all 19 units of competency and Vocational Placement.

Unit of Competency Code	Unit of Competency Name	RPL Fee
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	\$290
CPCCCM1002A	Work effectively and sustainably in the construction industry	\$290
CPCCWF2002A	Use wall and floor tiling tools and equipment	\$290
CPCCWF2001A	Handle wall and floor tiling materials	\$290
CPCCCM1003A	Plan and organise work	\$290
CPCCCM1004A	Conduct workplace communication	\$290
CPCCCM1005A	Carry out measurements and calculations	\$290
CPCCWF3001A	Prepare surfaces for tiling application	\$290
CPCCWF3002A	Fix floor tiles	\$290
CPCCWF3003A	Fix wall tiles	\$290
CPCCCM2001A	Read and interpret plans and specifications	\$290
CPCCCM2006A	Apply basic levelling procedures	\$290
CPCCWF3004A	Repair wall and floor tiles	\$290
CPCCCO2003A	Carry out concreting to simple forms	\$290
CPCCWP3002A	Apply waterproofing process to internal wet areas	\$290
CPCCWF3007A	Tile curved surfaces	\$290
CPCCWF3006A	Carry out mosaic tiling	\$290
CPCCWF3005A	Carry out decorative tiling	\$290
CPCCCM2008A	Erect and dismantle restricted height scaffolding	\$290
	Vocational Placement	

### CPC50208 Diploma of Building and Construction (Building)

To be issued with a CPC50208 Diploma of Building and Construction (Building), the student must undertake and successfully complete the competency requirements for all 12 units of competency and Vocational Placement.

Unit of Competency Code	Unit of Competency Name	RPL Fee
CPCCBC5001A	Apply building codes and standards to the construction process for medium rise building projects	\$458
CPCCBC5003A	Supervise the planning of on-site medium rise building or construction work	\$458
CPCCBC5008A	Apply structural principles to the construction of medium rise buildings	\$458
BSBOHS504B	Apply principles of OHS risk management	\$458
BSBPMG505A	Manage project quality	\$458
BSBPMG508A	Manage project risk	\$458

CPCBC5004A	Supervise and apply quality standards to the selection of building and construction materials	\$458
CPCBC5005A	Select and manage building and construction contractors	\$458
CPCBC5006A	Apply site surveys and set out procedures to medium rise building projects	\$458
CPCBC5007A	Administer the legal obligations of a building or construction contract	\$458
CPCBC5010A	Manage construction work	\$458
BSBFIM501A	Manage budgets and financial plans	\$458
	Vocational Placement	

### **Course timetable**

The Certificate III in Carpentry, Bricklaying/Blocklaying and Wall & Floor Tiling will be delivered and assessed in one year over two semesters and is considered to be full time. The Diploma of Building and Construction (Building) will also be delivered and assessed in one year over two semesters and is also considered to be full time. In addition students may undertake Vocational Placement at regular times during their studies.

To maximise your opportunity for success, students are expected to attend each scheduled session. The minimum class contact hours are 20 hours per week. It is expected that for every hour of class contact time, you will need to complete a minimum of one ½ hour self study time in order to meet the course requirements. If a student is absent from two or more consecutive sessions, a medical certificate is required and a counseling session is available.

Students are encouraged to manage their time and study habits efficiently to allow sufficient time for relaxing, catching up with family and friends, hobbies and fun.

### **Teaching methodology**

Teaching will be conducted in two distinct modes: Theory and Practical. However, these modes will be interlaced with some theoretical information delivered during practical sessions in order to provide students with the required links between the underpinning knowledge and skills required to achieve competency in any particular task. Also, during purely theoretical subjects activities such as role-plays may be conducted in order that students may apply knowledge and practice skills.

These courses are based on the practical application of skills and knowledge needed by Construction trades people and uses effective training methodology in cases of individual or small group settings. Whichever delivery mode is used, the emphasis is on practical based applications.

With the support of learning materials, the courses are delivered through a range of modes, including:

- Face to face facilitation
- Independent learning
- Group based workshops and discussions
- Simulated sessions

### **Assessment and grading**

**Assessment evidence** considers how the person brings together:

- Knowledge
- An understanding of the work context
- A decision about what to do
- Attitudes, values and ethics as well as what the person actually did to perform the role.

**Assessment methodology** may include:

- Practical Sessions
- Short answer/multiple choice questions
- Assignments
- Examinations
- Oral presentations
- Live and simulated techniques
- Role play
- Question and answer (verbal or written)
- Visual presentation

### **Re-assessment**

Any re-assessment is conducted as soon as practicable after you have been informed of the requirement to be re-assessed and have been given the opportunity to be re-trained and assimilate the training if required. You are re-assessed in only the areas assessed NYC and re-assessment is made under the same conditions as the original assessment. It is at the trainer's discretion to re-assess the entire assessment should it be demonstrated an overall understanding of this unit has not been achieved.

The **grading system** of the Certificate III & Diploma programs are either Competency Achieved (C) or Not Yet Competency (NYC).

### **Academic Progress**

CAIT has a Duty of Care which extends to monitoring student academic performance. CAIT has procedures in place to help meet student course progress requirements. If a student is identified as not making satisfactory course progress an intervention support program will be implemented.

International students are expected to achieve the following minimum requirements in order to meet the satisfactory course progress requirements:

- A grade of Competent in at least 50% of class assessment
- Satisfactory attendance at scheduled classes

Students will not progress to the next study period unless satisfactory course progress is made in the previous study period. Attendance at Tutorials allows students with unsatisfactory course progress to achieve competency in any subjects not passed.