

CPC30211 CERTIFICATE III IN CARPENTRY



Applicant Name: _____

RPL APPLICATION – CPC30211 CERTIFICATE III IN CARPENTRY**RPL REVIEW – CPC30211 CERTIFICATE III IN CARPENTRY
(CANDIDATE APPLICATION)****CANDIDATE APPLICATION**

Applicant Name:	
Date of RPL Commencement:	
Candidate's Declaration:	<p>I declare that the information contained in this application is true and correct and that all documents are genuine.</p> <p>Candidate Signature: _____</p>
Trainer Name:	
Trainer Phone Number:	

ABOUT BALLINGER TRAINING & CONSULTANCY PTY LTD

Ballinger Training and Consultancy Pty Ltd is a privately run Registered Training Organisation (RTO#31252) that offers quality, self-paced Nationally Recognised Qualifications. These are available online, face to face with our trainers and assessors or self-paced and can be accessed throughout Queensland.

Our focus is on the client. We strive to build ongoing relationships with our clients, by providing individual attention, and cost effective, quality professional services. Our emphasis is on providing a supportive learning environment conducive to the workplace and individual needs of the client. We aim to be recognised as a centre of excellence for vocational education and training.

Ballinger can provide a pathway to career development and tertiary education, in a flexible environment designed to meet the needs of the client's workplace and other life commitments.

Qualifications on scope

Currently **Ballinger Training & Consultancy Pty Ltd** offers nationally recognised qualifications in the following:

- Occupational Health and Safety
- Business
- Small Business Management
- Training & Assessment
- Construction

ABOUT CPC30211 – CERTIFICATE III IN CARPENTRY

This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications.

Occupational titles may include:

- Carpenter
- Carpenter and Joiner.

Qualification notes

The qualification has compulsory unit of competency requirements that cover common skills for the construction industry.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (SAC 2006) is required before entering a construction work site. Achievement of unit **CPCCCOHS1001A** covers this requirement.

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 30 units of competency:
- 22 core units
- 8 elective units.

A maximum of two of the eight required elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another endorsed Training Package.

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

Recognition of Prior Learning is an assessment only pathway to a nationally recognized Statement of Attainment.

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Our aim is to set you up for success and make sure we put you on the right pathway to achieve your goal of gaining a qualification. We do not want you to spend time collecting evidence only to find out that you do not have sufficient evidence to match the evidence required by the unit/s. We therefore go through a series of steps, so that we can ensure you have the necessary skills and experience to match each of the unit requirements. Certain criteria must be met for each unit, and the steps we take will guide you through the process of setting up a pathway to gaining your qualification that is suitable and relevant for you.

Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

- Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there;
- Bring your position description and any performance appraisals you have from any companies you have worked in.
- Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
- Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them.
- Collect any certificates from in-house training or formal training you have done in the past.
- You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your training undertaken, employers or other relevant industry tradesman.

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the Building and Construction industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history, which could include:

- Resume or work history
- Certificates/results of previous training or Qualifications
- Certificates/results of assessment – interstate/overseas
- Certificates/results of assessment – universities
- Results/statement of attendance/ certificates – in house courses
- Results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- Industry awards
- Membership of relevant professional associations
- Minutes of industry network meetings
- Quality system documents
- Minutes of meetings where leadership and teamwork are evident
- Diaries/task sheets/job sheets/log books
- Feedback forms and comments
- References/letters from previous employers/supervisors
- Any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of a **minimum of two work referees** who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue if required. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that are required in the qualification.

Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

APPLICANT EMPLOYMENT HISTORY

Employer Name:			Contact Name:		
Employment Period:	From: (MM/YYYY)		To: (MM/YYYY)		
Position Held:		Status:	<input type="checkbox"/> F/Time <input type="checkbox"/> P/Time <input type="checkbox"/> Casual <input type="checkbox"/> Contractor		
Description of Major Duties:	(List detailed tasks carried out in this occupation)				

Employer Name:			Contact Name:		
Employment Period:	From: (MM/YYYY)		To: (MM/YYYY)		
Position Held:		Status:	<input type="checkbox"/> F/Time <input type="checkbox"/> P/Time <input type="checkbox"/> Casual <input type="checkbox"/> Contractor		
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Position Held:		Status:	<input type="checkbox"/> F/Time <input type="checkbox"/> P/Time <input type="checkbox"/> Casual <input type="checkbox"/> Contractor		
Description of Major Duties:	(List detailed tasks carried out in this occupation)				

RECORD OF SUPPORTING EVIDENCE

If you are including documents in your application, please check the brief description below:

Supporting evidence	Tick the items you can provide	Office Use Only (Trainer initial once received)	Office Use Only (Assessor to use this section to align documents to specific units of competency and identify key questions for a competency conversation)
Resume or Work History			
Certificates/Results of previous training			
Certificates/Results of Assessment – interstate/overseas			
Results/Statement of Attendance/ Certificates – in house courses			
Industry awards			
Membership of relevant professional associations			
Minutes of industry network meetings			
Quality system documents			
Minutes of meetings where leadership and teamwork are evident			
Diaries/task sheets/job sheets/log books			
Feedback forms and comments			
References/letters from previous employers/supervisors			
Any other documentation that may demonstrate industry experience			
Other (please detail):			

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: _____ Date: _____

SELF EVALUATION

Please read the following carefully. You will be assessed against your knowledge of these units.

Core Units	Self Check
<p>Apply OHS Requirements, Policies and Procedures in the Construction Industry.</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Correctly locate, interpret and apply relevant information, standards and specifications • Comply with a site safety plan, organisational policies, OHS regulations and state and territory legislation applicable to workplace operations, including quality requirements • Correctly identify ACM and policies and procedures for reporting this to designated personnel • Effectively communicate and work safely with others • Apply general procedures for responding to incidents and reporting hazards and injuries • Select and use fire fighting equipment to extinguish a simulated mechanical fire • Evacuate a site through simulated response to an emergency, complying with workplace procedures. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Work Effectively and Sustainably in the Construction Industry.</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant construction industry information, standards and specifications • Comply with site safety plans and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Communicate and work effectively and safely with others • Explain to others scope, employment and economic importance of the construction industry • Locate and identify documentation on site employment conditions and source of these conditions • Set personal and team work goals and participate in site meetings • Respond to personal conflict situations • Identify personal development needs and apply learning to future work tasks • Follow workplace procedures according to instructions given and report information only at own level of responsibility, including: • Complying with environmental/sustainability legislation, and organisational and procedural requirements relevant to specific daily responsibilities • Use of tools, such as an inspection checklist to collect and measure relevant information on resource and energy consumption • Participating in and supporting improved environmental use of resources recognising efficiency processes involving work practices and reporting as required. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Plan and Organise Work</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Plan and organise a variety of work activities. This should be collected over a period of time in a range of general construction relevant contexts and include dealings with an appropriate range of situations. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Conduct Workplace Communication</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use communication equipment 	

<p><i>(Conduct Workplace Communication – continued)</i></p> <ul style="list-style-type: none"> Communicate and work effectively and safely with others Interpret all signage accurately Complete tasks successfully following instruction Convey pieces of information to other workers accurately Fill out workplace documents accurately frame questions at an on-site meeting in a range of contexts or occasions over time. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Carry Out Measurements and Calculations</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> Locate, interpret and apply relevant information Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations Comply with organisational policies and procedures, including quality requirements Safely and effectively use tools and equipment Communicate and work effectively and safely with others Complete measurements, calculations and determination of quantities for different projects of varying complexity in a range of contexts or occasions over time Calculate each of the following using a realistic construction task or example: <ul style="list-style-type: none"> Length Perimeter Circumference Area Volume Number Ratio Percentage Conversion of metres to millimetres and millimetres to metres measure using a rule or tape measure five separate tasks within 1mm accuracy. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Work Safely at Heights</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> Locate, interpret and apply relevant information, standards and specifications Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations Safely and effectively use tools, plant and equipment Communicate and work effectively and safely with others Select and use appropriate height access and fall protection equipment and work methods, including inspecting fall protection equipment, scaffold and fall barriers for faults Apply knowledge of industry products to identify: <ul style="list-style-type: none"> Manual handling risks Types of lifting and support structures approved for use Modify work activities to cater for variations in work site procedures, contexts and environment and use appropriate behaviour for safe work at heights use safe handling requirements, based on information provided, for equipment, products and materials. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Read and Interpret Plans and Specifications</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> Locate, interpret and apply relevant information, standards and specifications Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations 	<p>I carry out these tasks:</p>

<p><i>(Read and Interpret Plans – Continued)</i></p> <ul style="list-style-type: none"> • Comply with organisational policies and procedures, including quality requirements • Communicate and work effectively and safely with others • For a minimum of two different projects, read and interpret the project plans, including: <ul style="list-style-type: none"> • Confirmation of amendment status and drawings confirmed 'for construction' • Orientation of plans to the ground • Six key features on both the plan and the site • Confirmation of six items of information from the title block of the project plans • Six construction dimensions, levels and locations from the project plans • Six ancillary works dimensions, levels and locations from the project plans for a minimum of two formal specifications, identify the dimensions, material requirements and processes to be followed. 	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<p>Carry Out Excavation</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others determine from an existing set out, a mark out and then excavate site as part of an overall project to job specifications without damaging services. 	<p>I carry out these tasks:</p> <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<p>Use Explosive Powertools</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools and equipment • Communicate and work effectively and safely with others • Fix metal or timber to a steel, concrete or masonry base on one project of each to job specifications, including: <ul style="list-style-type: none"> • Completion of stripping and assembly of the tool • Completing log of serviceability • Maintaining and cleaning • Selecting charges and fasteners applicable to base material and material being fixed • Misfire procedures • Using attachments • Complying with storage and security regulations and OHS requirements for the working environment • Selecting signage test fire. 	<p>I carry out these tasks:</p> <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<p>Erect and Dismantle Restricted Height Scaffolding</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the required knowledge of the following:</p> <ul style="list-style-type: none"> • General construction terminology • Job safety analysis (JSA) and safe work method statements • Material safety data sheets (MSDS) • Materials storage and environmentally friendly waste management • Plans, specifications and drawings • Processes for the calculation of material requirements • Quality requirements 	<p>I carry out these tasks:</p> <input type="checkbox"/> Frequently

<p><i>(Erect and Dismantle Restricted Height Scaffolding – continued)</i></p> <ul style="list-style-type: none"> • Relevant Acts, regulations and codes of practice • Scaffolding equipment • Scaffolding techniques • Shifting devices • Types, characteristics, uses and limitations of plant, tools and equipment workplace and equipment safety requirements. 	<input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<p>Handle Carpentry Materials</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools and equipment • Communicate and work effectively and safely with others • Safely handle, sort and stack varying lengths of timber, providing quick access and use • Safely move and stack a given quantity of sheet material safely handle carpentry components for one carpentry project. 	<p>I carry out these tasks:</p> <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<p>Use Carpentry Tools and Equipment</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others • Identify and select hand tools for given tasks • Safely use and maintain a minimum of rules, tapes, squares, hammers, hand saws, hand plane and chisels for given tasks • Identify power and pneumatic tools for a given task • Safely use a minimum of a power saw, electric plane, impact power drill, nail gun and compressor or equivalent types of equipment for given tasks maintain equipment according to manufacturer's recommendations or organisational requirements. 	<p>I carry out these tasks:</p> <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<p>Carry Out Concreting to Simple Forms</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures including quality requirements • Safely and effectively operate and use tools, plant and equipment • Communicate and work effectively and safely with others prepare subgrade, erect formwork, cut, place and tie reinforcement, place and hand screed concrete for a slab of (4 square metres is recommended) and a minimum depth of 100mm to the required finished level and job specification. 	<p>I carry out these tasks:</p> <input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<p>Carry Out General Demolition to Minor Building Structures</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p>	

<p><i>(Carry Out General Demolition to Minor Building Structures – continued)</i></p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others produce the plan for and complete the demolition of a section of a standard house to accommodate an extension, including removal of an external load-bearing wall to form an opening of no less than 3 metres wide. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Carry Out Setting Out</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools and equipment • Communicate and work effectively and safely with others set out a full size L shape building on a relatively level site to specifications. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Carry Out Levelling Operations</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools and equipment • Communicate and work effectively and safely with others • Set up and test levelling equipment • Transfer levels and record differences in height undertaking a closed traverse using both the rise and fall method and the height of instrument method on a minimum of three projects • Confirm accuracy of the readings taken, including set up and movement of device in two locations • Accurately record the results of each levelling procedure to organisational requirements calculate distances using an optical levelling instrument and levelling staff. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Install Flooring Systems</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with organisational policies and procedures, including quality requirements • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others • Complete as a minimum one bearer and joist system constructed on a support system (stumps, posts or piers) applicable to local conditions, to carry external walls and internal walls parallel to joists for a full sized home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 square metres) • Install a tongue and groove fitted strip flooring surface and an approved wet area floor system to a bathroom area • Install a system of similar size as above with either a sheet or strip platform system. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>

<p>Construct Wall Frames</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others plan, prepare, set out, construct and erect framed walls to accommodate roofing to regulation height and to a minimum of a full size one bedroom home or equivalent (includes a bedroom, lounge, kitchen and bathroom of not less than 30 square metres), including window and door openings, bracing, an internal/external corner and a T junction to specifications involving both timber and metal frames. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Construct Ceiling Frames</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others • Set out, construct and erect a ceiling incorporating a hanging beam, ceiling trimmers and strutting beam to specifications for a full size one bedroom home or equivalent (includes a bedroom, lounge, kitchen and bathroom not less than 30 square metres) • Complete construction tasks involving both timber and metal materials and components ensure correct selection and use of fire-rated materials and methods of construction. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Erect Roof Trusses</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others set out and erect a roof comprising a minimum of one hip end, a valley and enough standard trusses to incorporate bracing for a full size roof in timber and metal 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Construct Pitched Roofs</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others • Set out, construct and erect a flat roof under 10 (for a full sized one bedroom home or equivalent (including a bedroom, lounge, kitchen and bathroom not less than 30 square metres) • Set out, construct and erect a scotch valley, broken hip and valley, hip and valley roof incorporating a gable end for a full sized one bedroom home or equivalent (including a bedroom, lounge, kitchen and 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>

<p><i>(Construct Pitched Roofs – continued)</i></p> <p>bathroom not less than 30 square metres), including set out of a pattern rafter with creeper reductions and methods of roof bevels and roof member lengths.</p>	
<p>Construct Eaves</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others • Completion of marking and cutting of roof members to line to accommodate plumb fascia and barge for three metres of overhand barge eaves, three metres of boxed eaves and three metres of raking eaves, ensuring correct selection and use of fire-rated materials and methods of construction, each to include: <ul style="list-style-type: none"> ✓ An apex junction on the barge ✓ A junction between the barge and the plumb fascia ✓ A junction at the valley an eaves junction at the hip to a brick wall. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Erect and Dismantle Formwork for Footings and Slabs on Ground</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others • Form up a slab on ground a minimum of 9 square metres, incorporating an edge rebate and internal corner to specifications form up a step to a foundation excavation to specified masonry units. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Construct Bulkheads</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others construct a segmental curved bulkhead a minimum of 3 metres in radius with a depth of 600mm to plumb, line and level and job specifications. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Assemble Partitions</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications • Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others set out and assemble a minimum of 9 square 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p>

metres of full height partitioning, including the set out of a corner which is internal/external and a T intersection, and include a window and door panel to square and plumb in accordance with job specifications.	<input type="checkbox"/> Never
<p>Cut and Bend Materials Using Oxy-LPG Equipment</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply of relevant information, standards and specifications • Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations • Comply with organisational policies and procedures, including quality requirements • Safely and effectively use tools, plant and equipment • Communicate and work effectively and safely with others • Use both oxy-acetylene and LPG systems to cut to specification a range of bars up to and including 36mm heat and bend a minimum of three bars to specification including at least one 36mm bar. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Calculate and Cost Construction Work</p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p> <ul style="list-style-type: none"> • Locate, interpret and apply relevant information, standards and specifications to the estimation and costing of work • As a minimum, estimate and cost three varied jobs, including: • Estimate quantities of material required • Determine the types and amount of labour required to complete the work • Estimate time required to complete the work • Estimate overheads associated with the job • A written quotation/tender for each of the work requirements. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Manage Small Business Finances</p> <p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • development, implementation and review of strategies for the ongoing management of finance maintenance of day-to-day financial management of the business as well as implementation of broad financial strategies knowledge of purpose of financial reports. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>
<p>Investigate Micro Business Opportunities</p> <p>Evidence of the following is essential</p> <ul style="list-style-type: none"> • Thorough investigation of business opportunities and ideas • Clearly identified products/services and customer information for each business idea thorough collection and analysis of market information and associated factors relating to business ideas knowledge of ethical and cultural requirements. 	<p>I carry out these tasks:</p> <p><input type="checkbox"/> Frequently</p> <p><input type="checkbox"/> Sometimes</p> <p><input type="checkbox"/> Never</p>

Apply Stains and Clear Timber Finishes

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- Locate, interpret and apply relevant information, standards and specifications
- Comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations
- Comply with organisational policies and procedures including quality requirements
- Safely and effectively operate and use tools, plant and equipment
- Communicate and work effectively and safely with others
- Apply stains and clear timber finishes (with finishes being to specification, including in terms of defects, colour, level of opacity, finish and sheen) which is at a minimum to cover:
 - One oil-based stain product
 - One water and spirit-based timber stain
 - One water-based clear finish
 - One oil-based clear finish
 - Grain filler applications
 - Putty applications.
- Apply at least one stain and one clear finish to two previously treated timber surfaces with each stain and clear finish application to be not less than 2 square metres or two lineal metres in each case
- Dispose of all paint and finishes in an environmentally sustainable way compliant with relevant local legislation and regulations
- Clean and store painting equipment using environmentally sustainable methods and work practices including waste reticulation systems.

I carry out these tasks:

- ☐ Frequently
- ☐ Sometimes
- ☐ Never

Declaration

I declare that the information I have provided in the self-evaluation is true and correct.

Candidate Signature: _____ Date: _____

REFEREE TESTIMONIALS	
Testimonial for Certificate III in Carpentry (Referee 1)	
Candidate Name	
Referee Name	
Referee Phone Number	
Referee's Acknowledgement	I acknowledge that the candidate has worked as a carpenter for a period of _____ years and _____ months and has regularly undertaken the below activities within the workplace. I understand that I may be contacted to verify the information provided in this testimonial.
Work relationship to candidate	<input type="checkbox"/> Foreman <input type="checkbox"/> Supervisor <input type="checkbox"/> Employer <input type="checkbox"/> Other (Specify): _____
Referee Signature	
As the Referee, by ticking the check box, you have witnessed the candidate performing these tasks at a competent level for an extended period of time.	
Can the candidate apply OHS requirements, policies and procedures? Identify and assess risks; Identify hazardous materials and hazards on work sites; Plan and prepare for safe work practices; Apply safe work practices; Follow emergency procedures.	<input type="checkbox"/>
Can the candidate use carpentry tools and equipment? Plan and prepare; Identify and select hand, power and pneumatic tools; Use tools; Identify, select and use plant and equipment; Clean up.	<input type="checkbox"/>
Can the candidate handle carpentry materials? Plan and prepare; Manually handle, sort and stack carpentry materials and components; Prepare for mechanical handling of materials; Clean up.	<input type="checkbox"/>
Can the candidate carry out general demolition of minor building structures? Plan and prepare; Demolish minor building structures; Clean up.	<input type="checkbox"/>
Can the candidate carry out setting out? Plan and prepare; Identify and indicate site boundaries; Set out first line for building alignment; Set out right angled corners; Install other building lines; Building lines are checked for square; Clean up.	<input type="checkbox"/>
Can the candidate carry out levelling operations? Plan and prepare; Conduct levelling procedures using rise and fall method; Conduct levelling procedures using height of instrument method; Calculate distances using stadia lines; Clean up.	<input type="checkbox"/>
Can the candidate work effectively and sustainably in the construction industry? Identify industry structure, occupations, job roles and work conditions; Accept responsibility for own workload; Work in a team; Identify own development needs; Identify current resource usage and identify opportunities to improve resource efficiency; Comply with environmental regulations.	<input type="checkbox"/>
Can the candidate plan and organise work? Identify task requirements; Plan steps to complete tasks; Organise work; Review planning and organising processes.	<input type="checkbox"/>
Can the candidate conduct workplace communication? Gather, convey and receive information; Carry out face to face routine communication; Apply visual communication; Participate in simple on-site meeting processes.	<input type="checkbox"/>

Can the candidate carry out measurements and calculations? Plan and prepare; Obtain measurements; Perform calculations; Estimate approximate quantities.	<input type="checkbox"/>
Can the candidate read and interpret plans and specifications? Identify types of drawings and their functions; Recognise amendments; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify project requirements; Read and interpret job specifications.	<input type="checkbox"/>
Can the candidate carry out excavation? Plan and prepare; Locate excavation site and erect safety equipment; Dig excavations; Clean up.	<input type="checkbox"/>
Can the candidate use explosive power tools? Plan and prepare; Set out fasteners; Use EPT; Secure and store equipment and charges; Maintain EPT and kit; Clean up.	<input type="checkbox"/>
Can the candidate erect and dismantle restricted height modular scaffolding? Plan and prepare; Erect scaffolding; Inspect, repair and alter scaffolding; Dismantle scaffolding; Clean up.	<input type="checkbox"/>
Can the candidate work safely at heights? Identify work area requirements; Access work area; Conduct work tasks.	<input type="checkbox"/>
Can the candidate carry out concreting to simple forms? Plan and prepare; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.	<input type="checkbox"/>
Can the candidate install flooring systems? Plan and prepare; Set out sub-floor frame; Install timber bearers; Install timber floor joists; Install flooring; Clean up.	<input type="checkbox"/>
Can the candidate construct wall frames? Plan and prepare; Construct wall frames; Clean up.	<input type="checkbox"/>
Can the candidate construct ceiling frames? Plan and prepare; Locate ceiling joists; Install hanging beams; Clean up.	<input type="checkbox"/>
Can the candidate erect roof trusses? Plan and prepare; Erect roof trusses; Clean up.	<input type="checkbox"/>
Can the candidate construct pitched roofs? Plan and prepare; Set out and prepare members for pitched roof erection; Install roof support; Clean up.	<input type="checkbox"/>
Can the candidate construct eaves? Plan and prepare; Install fascia and barge; Construct framework for eaves or soffits; Line and clad eaves and soffits; Clean up.	<input type="checkbox"/>
ELECTIVES	
Can the candidate erect and dismantle formwork for footings and slab on ground? Plan and prepare; Erect formwork; Strip formwork; Clean up.	<input type="checkbox"/>
Can the candidate construct bulkheads? Plan and prepare; Construct bulkheads; Clean up.	<input type="checkbox"/>
Can the candidate assemble partitions? Plan and prepare; Set out and cut components; Assemble partitions; Clean up.	<input type="checkbox"/>
Can the candidate cost and calculate construction work? Can the candidate calculate and cost construction work? Gather information, estimate materials, labour and time, calculate costs, document and verify details.	<input type="checkbox"/>
Can the candidate place and fix reinforcement materials? Plan and prepare; Prepare for reinforcement placement; Place and fix reinforcement; Check reinforcement prior to	<input type="checkbox"/>

concrete pour; Clean up.	
Can the candidate investigate micro business opportunities? Describe business ideas; Identify market needs; Investigate factors affecting the markets.	<input type="checkbox"/>
Can the candidate manage small business finances? Implement financial plan. Monitor financial performance.	<input type="checkbox"/>
Can the candidate apply stains and clear timber finishes? Plan and prepare; prepare materials and application area; stain bare timber surface; apply clear finishes; Clean up.	<input type="checkbox"/>

REFEREE TESTIMONIALS	
Testimonial for Certificate III in Carpentry (Referee 2)	
Candidate Name	
Referee Name	
Referee Phone Number	
Referee's Acknowledgement	I acknowledge that the candidate has worked as a carpenter for a period of _____ years and _____ months and has regularly undertaken the below activities within the workplace. I understand that I may be contacted to verify the information provided in this testimonial.
Work relationship to candidate	<input type="checkbox"/> Foreman <input type="checkbox"/> Supervisor <input type="checkbox"/> Employer <input type="checkbox"/> Other (Specify): _____
Referee Signature	
As the Referee, by ticking the check box, you have witnessed the candidate performing these tasks at a competent level for an extended period of time.	
Can the candidate apply OHS requirements, policies and procedures? Identify and assess risks; Identify hazardous materials and hazards on work sites; Plan and prepare for safe work practices; Apply safe work practices; Follow emergency procedures.	<input type="checkbox"/>
Can the candidate use carpentry tools and equipment? Plan and prepare; Identify and select hand, power and pneumatic tools; Use tools; Identify, select and use plant and equipment; Clean up.	<input type="checkbox"/>
Can the candidate handle carpentry materials? Plan and prepare; Manually handle, sort and stack carpentry materials and components; Prepare for mechanical handling of materials; Clean up.	<input type="checkbox"/>
Can the candidate carry out general demolition of minor building structures? Plan and prepare; Demolish minor building structures; Clean up.	<input type="checkbox"/>
Can the candidate carry out setting out? Plan and prepare; Identify and indicate site boundaries; Set out first line for building alignment; Set out right angled corners; Install other building lines; Building lines are checked for square; Clean up.	<input type="checkbox"/>
Can the candidate carry out levelling operations? Plan and prepare; Conduct levelling procedures using rise and fall method; Conduct levelling procedures using height of instrument method; Calculate distances using stadia lines; Clean up.	<input type="checkbox"/>
Can the candidate work effectively and sustainably in the construction industry? Identify industry structure, occupations, job roles and work conditions; Accept responsibility for own workload; Work in a team; Identify own development needs; Identify current resource usage and identify opportunities to improve resource efficiency; Comply with environmental regulations.	<input type="checkbox"/>
Can the candidate plan and organise work? Identify task requirements; Plan steps to complete tasks; Organise work; Review planning and organising processes.	<input type="checkbox"/>
Can the candidate conduct workplace communication? Gather, convey and receive information; Carry out face to face routine communication; Apply visual communication; Participate in simple on-site meeting processes.	<input type="checkbox"/>

Can the candidate carry out measurements and calculations? Plan and prepare; Obtain measurements; Perform calculations; Estimate approximate quantities.	<input type="checkbox"/>
Can the candidate read and interpret plans and specifications? Identify types of drawings and their functions; Recognise amendments; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify project requirements; Read and interpret job specifications.	<input type="checkbox"/>
Can the candidate carry out excavation? Plan and prepare; Locate excavation site and erect safety equipment; Dig excavations; Clean up.	<input type="checkbox"/>
Can the candidate use explosive power tools? Plan and prepare; Set out fasteners; Use EPT; Secure and store equipment and charges; Maintain EPT and kit; Clean up.	<input type="checkbox"/>
Can the candidate erect and dismantle restricted height modular scaffolding? Plan and prepare; Erect scaffolding; Inspect, repair and alter scaffolding; Dismantle scaffolding; Clean up.	<input type="checkbox"/>
Can the candidate work safely at heights? Identify work area requirements; Access work area; Conduct work tasks.	<input type="checkbox"/>
Can the candidate carry out concreting to simple forms? Plan and prepare; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.	<input type="checkbox"/>
Can the candidate install flooring systems? Plan and prepare; Set out sub-floor frame; Install timber bearers; Install timber floor joists; Install flooring; Clean up.	<input type="checkbox"/>
Can the candidate construct wall frames? Plan and prepare; Construct wall frames; Clean up.	<input type="checkbox"/>
Can the candidate construct ceiling frames? Plan and prepare; Locate ceiling joists; Install hanging beams; Clean up.	<input type="checkbox"/>
Can the candidate erect roof trusses? Plan and prepare; Erect roof trusses; Clean up.	<input type="checkbox"/>
Can the candidate construct pitched roofs? Plan and prepare; Set out and prepare members for pitched roof erection; Install roof support; Clean up.	<input type="checkbox"/>
Can the candidate construct eaves? Plan and prepare; Install fascia and barge; Construct framework for eaves or soffits; Line and clad eaves and soffits; Clean up.	<input type="checkbox"/>
ELECTIVES	
Can the candidate erect and dismantle formwork for footings and slab on ground? Plan and prepare; Erect formwork; Strip formwork; Clean up.	<input type="checkbox"/>
Can the candidate construct bulkheads? Plan and prepare; Construct bulkheads; Clean up.	<input type="checkbox"/>
Can the candidate assemble partitions? Plan and prepare; Set out and cut components; Assemble partitions; Clean up.	<input type="checkbox"/>
Can the candidate cost and calculate construction work? Can the candidate calculate and cost construction work? Gather information, estimate materials, labour and time, calculate costs, document and verify details.	<input type="checkbox"/>
Can the candidate place and fix reinforcement materials? Plan and prepare; Prepare for reinforcement placement; Place and fix reinforcement; Check reinforcement prior to concrete pour; Clean up.	<input type="checkbox"/>

Can the candidate investigate micro business opportunities? Describe business ideas; Identify market needs; Investigate factors affecting the markets.	<input type="checkbox"/>
Can the candidate manage small business finances? Implement financial plan. Monitor financial performance.	<input type="checkbox"/>
Can the candidate apply stains and clear timber finishes? Plan and prepare; prepare materials and application area; stain bare timber surface; apply clear finishes; Clean up.	<input type="checkbox"/>

REFEREE TESTIMONIALS	
Testimonial for Certificate III in Carpentry (Referee 3)	
Candidate Name	
Referee Name	
Referee Phone Number	
Referee's Acknowledgement	I acknowledge that the candidate has worked as a carpenter for a period of _____ years and _____ months and has regularly undertaken the below activities within the workplace. I understand that I may be contacted to verify the information provided in this testimonial.
Work relationship to candidate	<input type="checkbox"/> Foreman <input type="checkbox"/> Supervisor <input type="checkbox"/> Employer <input type="checkbox"/> Other (Specify): _____
Referee Signature	
As the Referee, by ticking the check box, you have witnessed the candidate performing these tasks at a competent level for an extended period of time.	
Can the candidate apply OHS requirements, policies and procedures? Identify and assess risks; Identify hazardous materials and hazards on work sites; Plan and prepare for safe work practices; Apply safe work practices; Follow emergency procedures.	<input type="checkbox"/>
Can the candidate use carpentry tools and equipment? Plan and prepare; Identify and select hand, power and pneumatic tools; Use tools; Identify, select and use plant and equipment; Clean up.	<input type="checkbox"/>
Can the candidate handle carpentry materials? Plan and prepare; Manually handle, sort and stack carpentry materials and components; Prepare for mechanical handling of materials; Clean up.	<input type="checkbox"/>
Can the candidate carry out general demolition of minor building structures? Plan and prepare; Demolish minor building structures; Clean up.	<input type="checkbox"/>
Can the candidate carry out setting out? Plan and prepare; Identify and indicate site boundaries; Set out first line for building alignment; Set out right angled corners; Install other building lines; Building lines are checked for square; Clean up.	<input type="checkbox"/>
Can the candidate carry out levelling operations? Plan and prepare; Conduct levelling procedures using rise and fall method; Conduct levelling procedures using height of instrument method; Calculate distances using stadia lines; Clean up.	<input type="checkbox"/>
Can the candidate work effectively and sustainably in the construction industry? Identify industry structure, occupations, job roles and work conditions; Accept responsibility for own workload; Work in a team; Identify own development needs; Identify current resource usage and identify opportunities to improve resource efficiency; Comply with environmental regulations.	<input type="checkbox"/>
Can the candidate plan and organise work? Identify task requirements; Plan steps to complete tasks; Organise work; Review planning and organising processes.	<input type="checkbox"/>
Can the candidate conduct workplace communication? Gather, convey and receive information; Carry out face to face routine communication; Apply visual communication; Participate in simple on-site meeting processes.	<input type="checkbox"/>

Can the candidate carry out measurements and calculations? Plan and prepare; Obtain measurements; Perform calculations; Estimate approximate quantities.	<input type="checkbox"/>
Can the candidate read and interpret plans and specifications? Identify types of drawings and their functions; Recognise amendments; Recognise commonly used symbols and abbreviations; Locate and identify key features on a site plan; Identify project requirements; Read and interpret job specifications.	<input type="checkbox"/>
Can the candidate carry out excavation? Plan and prepare; Locate excavation site and erect safety equipment; Dig excavations; Clean up.	<input type="checkbox"/>
Can the candidate use explosive power tools? Plan and prepare; Set out fasteners; Use EPT; Secure and store equipment and charges; Maintain EPT and kit; Clean up.	<input type="checkbox"/>
Can the candidate erect and dismantle restricted height modular scaffolding? Plan and prepare; Erect scaffolding; Inspect, repair and alter scaffolding; Dismantle scaffolding; Clean up.	<input type="checkbox"/>
Can the candidate work safely at heights? Identify work area requirements; Access work area; Conduct work tasks.	<input type="checkbox"/>
Can the candidate carry out concreting to simple forms? Plan and prepare; Erect and strip simple formwork; Place and tie reinforcement; Place concrete; Clean up.	<input type="checkbox"/>
Can the candidate install flooring systems? Plan and prepare; Set out sub-floor frame; Install timber bearers; Install timber floor joists; Install flooring; Clean up.	<input type="checkbox"/>
Can the candidate construct wall frames? Plan and prepare; Construct wall frames; Clean up.	<input type="checkbox"/>
Can the candidate construct ceiling frames? Plan and prepare; Locate ceiling joists; Install hanging beams; Clean up.	<input type="checkbox"/>
Can the candidate erect roof trusses? Plan and prepare; Erect roof trusses; Clean up.	<input type="checkbox"/>
Can the candidate construct pitched roofs? Plan and prepare; Set out and prepare members for pitched roof erection; Install roof support; Clean up.	<input type="checkbox"/>
Can the candidate construct eaves? Plan and prepare; Install fascia and barge; Construct framework for eaves or soffits; Line and clad eaves and soffits; Clean up.	<input type="checkbox"/>
ELECTIVES	
Can the candidate erect and dismantle formwork for footings and slab on ground? Plan and prepare; Erect formwork; Strip formwork; Clean up.	<input type="checkbox"/>
Can the candidate construct bulkheads? Plan and prepare; Construct bulkheads; Clean up.	<input type="checkbox"/>
Can the candidate assemble partitions? Plan and prepare; Set out and cut components; Assemble partitions; Clean up.	<input type="checkbox"/>
Can the candidate cost and calculate construction work? Can the candidate calculate and cost construction work? Gather information, estimate materials, labour and time, calculate costs, document and verify details.	<input type="checkbox"/>
Can the candidate place and fix reinforcement materials? Plan and prepare; Prepare for reinforcement placement; Place and fix reinforcement; Check reinforcement prior to concrete pour; Clean up.	<input type="checkbox"/>

Can the candidate investigate micro business opportunities? Describe business ideas; Identify market needs; Investigate factors affecting the markets.	<input type="checkbox"/>
Can the candidate manage small business finances? Implement financial plan. Monitor financial performance.	<input type="checkbox"/>
Can the candidate apply stains and clear timber finishes? Plan and prepare; prepare materials and application area; stain bare timber surface; apply clear finishes; Clean up.	<input type="checkbox"/>

We would like your experience with Ballinger to be of excellent quality and service. If you require any assistance please contact your trainer (*details on page one*) or our Student Support Service – info@ballinger.edu.au

END OF CANDIDATE SECTION