

# 21844VIC

## Certificate II in Building and Construction (Carpentry) Pre-apprenticeship

### Course information and vocational outcomes

This is an accredited course, which leads to a qualification that will provide young people with the opportunities to learn terminology, materials characteristics and properties and construction techniques used in their selected trade sector prior to employment in the industry. It is prevocational training and pathways into apprenticeships in the building and construction industry. This course is divided into six streams: Bricklaying; Carpentry; Painting and Decorating; Wall and Ceiling and Lining; Wall and Floor Tiling; and Solid Plastering.

It is expected that there will be a requirement for some on-the-job training to occur within the duration of the course although this is not mandatory. There are neither explicit nor implicit barriers to entry to the program. However it is recommended that potential participants have communication, literacy and numeracy skills sufficiently well developed for them to participate in the course. Other types of learning can take place through the Victorian Certificate of Education (VCE), VET in Schools, Victorian Certificate of Applied Learning (VCAL) programs of study

- Carpentry – eleven carpentry stream modules – 436 nominal hours

**Please note:** It is intended that the CPCCOHS1001A - Work safely in the construction industry (Construction Induction Card) be conducted at the start of the 21844VIC Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating, Wall and Ceiling Lining, Wall and Floor Tiling, and Solid Plastering) Pre-apprenticeship program and is a prerequisite to the common module, VBQM697 'Workplace safety and industry induction' which is in turn a prerequisite to the sector specific modules.

### Employability skills

The following contains a summary of the employability skills required by the building and construction industry for the Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating) Pre-apprenticeship:

#### Communication:

- Speak clearly and directly
- Listen carefully to instructions and information
- Read and interpret work instructions and safety signs
- Calculate basic weights, distances and volumes
- Complete incident and maintenance reports

#### Teamwork

- Apply teamwork in a range of situations, particularly in a safety context
- Contribute to the planning and execution of operations
- Work cooperatively with people of different ages, gender, race, religion or political persuasion

#### Problem solving

- Adjust work methods in response to changing weather and site conditions
- Participate in team solutions to safety issues

#### Initiative and enterprise

- Independently adapt to changing work conditions or different work areas
- Identify potential improvements to working practice and conditions
- Identify and assess risks in the workplace

### **Planning and organising**

- Manage time and priorities to complete work
- Identify and obtain appropriate equipment
- Identify potential hazards and prepare appropriate responses
- Follow procedures and techniques relevant to the tools, equipment and work being done

### **Self management**

- Take responsibility for planning and organising own work priorities and completing assigned tasks
- Monitor own performance to ensure work will be completed well and on time
- Understand the standard of work expected at a work site

### **Learning**

- Be willing to learn new ways of working
- Seek information to improve performance from people and workplace documents such as policies, procedures etc
- Understand tools and equipment characteristics, technical capabilities, limitations and procedures

### **Technology**

- Use technology to monitor and report on work progress
- Use communications technology appropriate to the workplace
- Operate tools and equipment safely

**Note:** For the purpose of pre-vocational training a simulated workplace is deemed appropriate.

The total nominal hours will total between 640 and 644 nominal hours. Completion of this course carries with it a Nationally Recognised Certificate.

## Course content

### Core modules and units:

- **CPCCOHS1001A - Work safely in the construction industry (6 nominal hours)**  
*(This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction. This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks within any of the sectors within the construction industry. The unit relates directly to the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2006). This unit contains employability skills.)*
  1. Identify OHS legislative requirements
  2. Identify construction hazards and control measures
  3. Identify OHS communication and reporting processes
  4. Identify OHS incident response procedures.
  
- **VBQM697 - Workplace safety and industry induction (34 nominal hours)**  
*(The purpose of this module is to introduce the participant to the building and construction industry and provide the skills, ability and knowledge required to ensure the safety of themselves and others while working.)*
  1. Explain the scope of the Australian building and construction industry
  2. Discuss legislative requirements related to the building and construction industry
  3. Discuss occupational health and safety (OHS) procedures
  4. Discuss emergency procedures.
  5. Apply appropriate OHS and emergency procedures
  
- **VBQM698 - Workplace procedures for environmental sustainability (16 nominal hours)**  
*(The purpose of this module is to provide the participant with the knowledge and skills to identify activities and procedures in the building and construction industry which may impact on environmental sustainability and to identify and implement procedures to minimise their effect. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*
  1. Communicate environmental sustainability terminology related to the workplace
  2. Explain workplace activities which may impact on environmental sustainability
  3. Apply environmentally sustainable workplace procedures
  
- **VBQM699 - Basic first aid (8 nominal hours)**  
*(The purpose of this module is to provide the participant with the skills, ability and knowledge to render basic first aid support to injured people.)*
  1. Communicate appropriate terminology related to first aid
  2. Explain the principles of first aid
  3. Apply first aid techniques
  
- **VBQM700 - Building structures (8 nominal hours)**  
*(The purpose of this module is to provide the participant with the skills, ability and knowledge to identify different building structures found in the commercial and housing sectors of the building and construction industry. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*
  1. Communicate appropriate terminology related to construction activities
  2. Explain the different components of a building structure
  3. Determine the sequence of major construction activities

- **VBQM701 - Calculations for the building industry (20 nominal hours)**  
(The purpose of this module is to provide the participant with the knowledge and skills to practically apply mathematics in the building industry. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Use terminology related to calculations.
  2. Explain calculation factors and formulas used in the building and construction industry
  3. Use common building and construction industry calculation factors and formulas
  4. Determine quantities and costs of materials commonly used in the building and construction industry
  
- **VBQM702 - Career studies (16 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to enable them to confidently embark on a career in the building industry.)  
  1. Explain the significance of a positive self-image on relationships and behaviour
  2. Identify career pathways
  3. Manage personal finances
  4. Access employment services
  5. Develop a resume for a particular position
  6. Participate in the interview process
  
- **VBQM703 - Communications for the building industry (20 nominal hours)**  
(The purpose of this module is to provide the participant with the knowledge and skills to effectively communicate in the building and construction industry at a simple, routine and predictable level. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Receiving and conveying information
  2. Communicate face to face
  3. Work in teams
  4. Comply with meeting procedures
  
- **VBQM704 - Introduction to scaffolding (24 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to understand the safe erection, use and disassembly of restricted height scaffolding. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Communicate terminology related to restricted height scaffolding.
  2. Describe the legal requirements associated with restricted height scaffolding
  3. Explain the techniques and procedures related to restricted height scaffolding
  4. Apply techniques and procedures related to restricted height scaffolding
  
- **VBQM705 - Levelling (8 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to select and apply levelling in the building industry. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Communicate terminology related to levelling
  2. Explain levelling techniques
  3. Apply levelling techniques
  
- **VBQM706 - Quality principles for the building industry (8 nominal hours)**  
(The purpose of this module is to provide the participant with the knowledge and skills to apply quality principles and practices within the building and construction industry. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Explain importance of maintaining quality systems
  2. Outline financial benefits of quality
  3. Meet customer quality needs

- **VBQM707 - Safe handling of plant and power tools (16 nominal hours)**  
*(The purpose of this module is to provide the participant with the skills, ability and knowledge to safely operate, maintain and use small plant and portable power tools under direct supervision in their industry sector. This module does not address carpentry specific power tools. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*
  1. Communicate terminology related to small plant and portable power tools used in industry sector
  2. Describe applications for small plant and portable power tools
  3. Explain occupational health and safety (OHS) requirements related to small plant and portable power tools
  4. Operate small plant safely
  5. Use portable power tools safely
  
- **VBQM708 - Workplace documents and plans (20 nominal hours)**  
*(The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to read and interpret documents and plans. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*
  1. Use terminology related to workplace documents and plans
  2. Interpret symbols and abbreviations related to workplace documents and plans
  3. Identify key features and scales on plans
  4. Select appropriate workplace documents and plans used in the building and construction industry
  5. Identify plan and drawing techniques
  6. Apply plan and drawing techniques

## **Carpentry stream specific compulsory modules:**

- **VBQM714 - Carpentry hand tools (80 nominal hours)**  
*(The purpose of this module is to provide the participant with the skills, ability and knowledge to select, maintain and apply hand tools and equipment used in the carpentry sector of the building and construction industry. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*
  1. Communicate terminology related to carpentry hand tools
  2. Identify the hand tools commonly encountered in the carpentry industry
  3. Use the hand tools encountered in the carpentry industry
  4. Maintain carpentry hand tools
  
- **VBQM715 - Carpentry power tools (64 nominal hours)**  
*(The purpose of this module is to provide the participant with the skills, ability and knowledge to select, safely operate and maintain power tools used in the carpentry sector of the building and construction industry. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*
  1. Communicate terminology related to portable power tools in carpentry
  2. Identify power tools commonly encountered in the carpentry industry
  3. Use the power tools encountered in the carpentry industry
  4. Maintain carpentry power tools
  
- **VBQM716 - Basic setting out (24 nominal hours)**  
*(The purpose of this module is to provide the participant with the skills, ability and knowledge to set out a building. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*
  1. Communicate terminology related to basic setting out
  2. Identify techniques for basic setting out
  3. Setting out a building site

- **VBQM717 - Sub-floor framing (36 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to construct sub-floor framing. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Use terminology related to sub-floor framing
  2. Identify sub-floor framing construction techniques
  3. Demonstrate sub-floor framing construction techniques
- **VBQM718 - Wall framing (48 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to construct wall framing. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Use terminology related to wall framing
  2. Identify wall framing construction techniques
  3. Demonstrate wall framing construction techniques
- **VBQM719 - Roof framing (40 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to construct roof framing. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Communicate terminology related to roof framing
  2. Explain roof framing construction techniques
  3. Demonstrate roof framing construction techniques
- **VBQM720 - External cladding (24 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to install external cladding. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Communicate terminology related to external cladding
  2. Explain external cladding application techniques
  3. Demonstrate application techniques for external cladding
- **VBQM721 - Installation of windows and door frames (24 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to install window and door frames. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Communicate terminology related to window and door frames
  2. Explain window and door frame installation techniques
  3. Demonstrate installation techniques for window and door frames
- **VBQM722 - Interior fixing (40 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge to install interior fixing. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Communicate terminology related to interior fixing
  2. Explain interior fixing application techniques
  3. Demonstrate application techniques for interior fixing
- **VBQM723 - Introduction to demolition (16 nominal hours)**  
(The purpose of this module is to provide the participant with the skills, ability and knowledge necessary to demolish internal structures. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)  
  1. Communicate terminology related to demolition
  2. Identify materials, tools and equipment appropriate for demolition
  3. Demonstrate demolition techniques

- **VBQM724 - Formwork for concreting (40 nominal hours)**

*(The purpose of this module is to provide the participant with the skills, ability and knowledge to construct formwork for concreting. **Pre-requisite module:** VBQM697 'Workplace safety and industry induction'.)*

1. Communicate terminology related to formwork for concreting
2. Identify concrete formwork construction techniques
3. Discuss the principles of concrete
4. Demonstrate concrete formwork construction techniques