



# **BCG30203 Certificate III Carpentry**

## **Training & Assessment Strategy**

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## TRAINING AND ASSESSMENT STRATEGY

<b>Name of RTO</b>	Eco Cottages
<b>Delivery Period</b>	52 week period (680 hours) delivered as a part time program over 12 months.
<b>Qualification</b>	BCG30203 Certificate III in Carpentry
<b>Delivery site and address</b>	25 Hill Street Pomona QLD 4568

The information and charts below show how each unit of competency will be delivered and assessed.

### Qualification packaging rules

To obtain this qualification all nineteen (19) core competency units and eleven (11) elective competency units from the following table must be achieved.

Customisation. Core competency units cannot be substituted. However, a maximum of two relevant elective AQF III level and competency units may be substituted from other qualifications within the General Construction Training Package or from other endorsed Training Packages.

Unit Number	Core Units	Nominal Hours
BCGCM1001B	Follow OH&S policies and procedures	40
BCGCM1002B	Work effectively in the General Construction Industry BCGBM1001B prerequisite unit	20
BCGCM1003B	Plan and organise work BCGBM1001B prerequisite unit	20
BCGCM1004B	Conduct workplace communication BCGBM1001B prerequisite unit	20
BCGCM1005B	Carry out measurements and calculations BCGBM1001B prerequisite unit	20
BCGCM2001B	Read and interpret plans and specifications	36
BCGCM2002B	Carry out excavation BCGBM1001B prerequisite unit	16
BCGCM2007B	Use explosive power tools BCGBM1001B prerequisite unit	16
BCGCM2008B	Erect and dismantle restricted height scaffolding BCGBM1001B prerequisite unit	40
BCGCA2001B	Handle carpentry materials BCGBM1001B prerequisite unit	16
BCGCA2002B	Use carpentry tools and equipment BCGBM1001B prerequisite unit	96
BCGCO2003B	Carry out concreting to simple forms BCGBM1001B prerequisite unit	16
BCGCA3001B	Carry out general demolition to minor building structures BCGBM1001B prerequisite unit	32
BCGCA3002B	Carryout setting out BCGBM1001B prerequisite unit	12

Unit Number	Core Units continued	Nominal Hours
BCGCA3004B	Construct wall frames BCGBM1001B prerequisite unit	60
BCGCA3005B	Construct ceiling frames BCGBM1001B prerequisite unit	32
BCGCA3007B	Construct a pitched roof BCGBM1001B prerequisite unit	60
BCGCA3010B	Install and replace windows and doors BCGBM1001B prerequisite unit	32
BCGCA3023B	Carry out levelling operations BCGCM1001B, BCGBM2006B Apply basic leveling procedures prerequisite units	24
Elective Units		
BCGCM3001B	Operate elevated work platforms BCGBM1001B prerequisite unit	32
BCGCA3003B	Install flooring systems BCGBM1001B prerequisite unit	24
BCGCA3006B	Erect roof trusses BCGBM1001B prerequisite unit	24
BCGCA3008B	Construct eaves BCGBM1001B prerequisite unit	20
BCGCA3012B	Frame and fit wet area fixtures BCGBM1001B prerequisite unit	24
BCGCA3013B	Install lining, panelling and moulding BCGBM1001B prerequisite unit	40
BCGCA3016B	Construct timber external stairs BCGBM1001B prerequisite unit	36
BCGCA3017B	Install exterior cladding BCGBM1001B prerequisite unit	20
BCF3009A	Setting out of windows and doors BCG2012A Make set outs, BCG2016A Prepare for off-site manufacturing process, BCG3008A Identify window and door construction prerequisite units	8
BCF3010A	Manufacture components for door and window frames, doors and sashes BCG2001A Prepare Surfaces BCF3001A Set up static machinery BCF3009A Setting out of windows and doors prerequisite units	40
BCF3011A	Assemble doors and windows BCF2013A Assemble components prerequisite unit	16

*Please see over for mandatory prerequisite units*

PREREQUISITE UNITS		
BCGCM2006B	Apply basic levelling procedures	8
BCG2012A	Make set outs	8
BCF2016A	Prepare for off-site manufacturing process	32
BCF3008A	Identify window and door construction	8
BCG2001A	Prepare surfaces	20
BCF3001A	Set up static machinery	12
BCF3009A	Setting out of windows and doors	8
BCF2013A	Assemble components	32

#### **Clients**

This qualification is appropriate for an apprentice tradesperson working in the carpentry sector as a general carpenter. Elective choices may lead to specific occupations within the industry sector. This program is specifically for apprentices who have completed 39220QLD Certificate I in Pre-Apprenticeship Construction Skills (Carpentry/Off-site construction) and will be undertaking their learning at Certificate II level. All Apprentices undertaking this qualification will have their prior qualification recognised by direct Credit Transfer and Recognition of Prior Learning.

**Students must have a current registered school based apprenticeship to undertake this course.**

The course will provide the apprentice with both on and off the job skills and knowledge required to enable them to be eligible for the issue of a trade qualification in Carpentry.

It includes all facets in Building and Construction from set out, levelling, form work, concreting, sub floor construction, flooring, framing, doors/window installation, pitching roofs and trusses, roofing, hiring and panelling and moulding, wet areas and further fit out processes.

Apprentices will have a training plan which details all the training to be undertaken during the apprenticeship. These details will be negotiated with Eco Cottages, the apprentice and the employer (Eco Cottages) soon after the apprentice has signed a training contract with the employer. Learners will include:

- School based New Apprentices

#### **Duration**

The duration of the program is over 52 weeks (680 hours in total) delivered as on job training and assessment at Eco Cottages manufacturing site in Pomona. The program is delivered via a combination of on and off the job training in the workplace using both theoretical and practical applications.

#### **Organisation**

All units of competency are independent of each other. Each unit of competency is achieved by the development of a combination of practical skills on-the-job and underpinning knowledge off-the-job. To gain a Certificate III in Carpentry a total of all nineteen (19) core competency units and eleven (11) elective competency units from the following table must be achieved. Learners will be given direct Credit Transfer and/or RPL where appropriate for units achieved in the 39220QLD Certificate I in Pre-Apprenticeship Construction Skills (Carpentry/Off-site Construction).

Eco Cottages delivers skills gap analysis of learners competence against organisational policies and procedures within the context of national standards presented in the endorsed training package qualification. Where skills or underpinning knowledge gaps are identified, Eco Cottages provides on and off the job training. Learners are provided with comprehensive information about the units of competency for their training program.

#### **Delivery modes**

This program is delivered on site as a classroom environment and on-the job training in the construction of environmentally sustainable transportable cottages using both theoretical and practical applications to meet the needs of the client. It combines face-to-face trainer led theory and practical sessions involving small groups, one-to-one mentoring and individual supervised activities. Each learner will have an individual training plan developed to reflect individual needs.

Each area covers a specific area of work and is directed towards the acquisition of practical workplace skills with theory, calculations and drawing integrated when delivering the competencies.

Each learner will have access to workbooks (combined course and activity book) for each unit of competency, and any other necessary training materials including general stationery.

- Workbooks will be completed in class
- Face-to face trainer-led theory & practical classes will be held
- On-the-job skills acquisition through work experience

Learners will need to provide overalls, safety footwear, eye & ear protection.

#### **Client consultation**

Program manager and trainers meet with client representatives from enterprise prior to commencing a training program to ensure the performance standards required in the program are consistent with industry practice.

A training and assessment plan is developed based on the performance requirements for the enterprise.

The assessment and training plans are profiled against individual job roles of the learners within the enterprise in the case of existing workers to ensure relevance and performance improvement is maximised.

Evidence gathering techniques are developed in consultation with representatives from clients to ensure the critical aspects of evidence for each unit of competency is satisfied.

Where customisation of individual training programs is required, Eco Cottages creates additional tools and resources specific to the learner's workplace.

#### **Assessment tools and supporting resources**

Eco Cottages employs trainers/assessors who are industry specific to create assessment tools and resources. Eco Cottages also maintains a collection of evidence gathering tools and techniques developed and shared among trainers/assessors as well as industry preferred assessment tools and learning resources. If customisation is required on an individual needs basis, then Eco Cottages will develop materials in line with this TAS. These tools are subject to validation processes prior to implementation.

#### **Assessor networks**

Eco Cottages trainers/assessors participate with other individuals involved in Vocational Education Training and assessment to extend their professional practice in a variety of ways including on-line conferencing, professional development workshops and participation in industry seminars.

These networks contribute to consistency by providing a forum in which assessors build a shared understanding of training packages, as well as the training and assessment requirements of the AQTF.

#### **Senior Trainer**

Eco Cottages occupies a position of professional responsibility fostering consistency in the assessment process and outcomes. The Senior Trainer conducts on the job monitoring of trainers/assessors and ongoing professional development.

#### **Information for trainers/assessors**

Eco Cottages provides trainers/assessors with information on policies and procedures relating to all aspects of the quality assurance mechanisms and compliance with the Australian Quality Training Framework Essential Standards 2007.

Trainers/assessors are provided with an up to date version of the Trainers Handbook upon appointment with Eco Cottages. Information provided in this handbook details the Eco Cottages preferred method of assessment and training delivery. This develops mutual understanding of RTO policy and procedures and enhances consistency in assessment practice.

#### **Moderation meetings**

Eco Cottages trainer/assessor weekly meetings includes activities such as review and validation of new assessment tools and assessors discussing and reaching agreement about assessment processes. This develops a shared understanding of the requirements of training packages and Eco Cottages best practice model in training delivery and assessment.

#### **Client satisfaction survey**

Eco Cottages trainers/assessors conduct a mid-point and end client satisfaction survey which is forwarded to the Training Coordinator for monitoring and reporting to the Managing Director of any issues or the possible development of issues in the future. A strategy is then formed to manage any identified risk of non compliance with AQTF and/or client dis-satisfaction.

#### **Vocational Placement**

Eco Cottages will deliver quality construction training in Certificate III in Carpentry. Employability skills will be developed through comprehensive training and practical projects that will provide a broad range of experience and tuition in the following building elements: Floor framing; flooring; framing; cladding; roofing; fixout; and internal cabinet making; tiling and painting. All elements will be reinforced with repetitive practical application in the construction of prefabricated buildings designed as environmentally sustainable and transportable and built from non-toxic building materials. The variety of elements, coupled with

repletion and technical tuition will greatly assist development of employability skills. Groups of 3 learners will be engaged in daily practical work coupled with technical instruction and will acquire the specific trade skills necessary for a skilled and work ready carpentry employee.

### **Evidence gathering techniques**

Evidence is collected over the duration of the program and will include samples of workbook activities, work samples, demonstrations, classroom completed activities/assessments, and observation checklists. Eco Cottages strategy is to collect 2 – 3 forms of evidence.

### **Schedule of activities**

The structure of the training program can be negotiated to suit the needs of the group in a class based training program but essentially will be based upon the contractual requirements of Government Funded Training Programs.

### **Assessment validation process**

Training Coordinator meets/discusses with industry representatives on an annual basis to check the performance standards required in the program are consistent with industry standards and practice

Evidence is gathered through survey data from trainees, employers relating to any aspect of the assessment process.

Training Coordinator/trainers attend professional development sessions with various industry associations as a forum in which assessors can share an understanding of the Training Packages/Accredited Courses, the assessment requirements of the AQTF 2007 and validate assessment practices.

Training Coordinator conducts quarterly moderation meetings with trainers to exchange ideas about the meaning of specific competency standards, the evidence requirements, means of gathering evidence and the basis in which decisions are made.

Assessment agreements are completed by each learner before and learners are given feedback after assessment process.

Eco Cottages utilise the services of industry validators to review and validate the assessment process/tools.

Training Coordinator conducts internal audits on the process of obtaining and documenting assessment evidence to determine whether the outcomes comply with AQTF standards.

Problems encountered during any of the assessment validation process are discussed and suggestions for improvements are documented and implemented.

### **Infrastructure requirements**

All staff including full time, part time and casual staff involved in the delivery and assessment of this qualification has direct access to the current version of the relevant Training Package/Accredited Course, including the appropriate units of competency, assessment guidelines and qualification structure.

All staff including full time, part time and casual staff involved in delivering the program has access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment.

All assessors have access to print and electronic copies of assessment tools that are used in this program.

Eco Cottages has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment approach that incorporates reasonable adjustment procedures. Learners with literacy/numeracy problems are referred to Mission Australia for literacy/numeracy training and as an extra support mechanism.

Eco Cottages has links to Community Service organisations such as Relationships Australia who provide a wide range of counselling.

Eco Cottages has reviewed the equipment and facility requirements for each unit of competency in the qualification and guarantees that it has access to the plant and equipment needed to implement the program.

**Training and assessment program**

Each training program will be conducted on set days over a 52 week period. Learners will be able to apply for accelerated learning, credit transfer or RPL for any competency being delivered.

Assessments are set with learners at the beginning of the training session and asked if they are comfortable to complete the assessment within the set time frame. They are also asked prior to the final assessment if they are prepared and willing to undertake the assessment.

Learners are given the option to complete any written assessments verbally and confirm all answers recorded by the trainer are true and accurate.

**Pathways**

A Certificate III in Carpentry has a preferred incoming pathway of year 10 or equivalent. Outgoing pathways include by undertaking further study, qualified carpenters can advance to be registered builders.

**Premises for delivery of units of competency**

All on site training, both theory and practical will be conducted at Eco Cottages training site located at 25 Hill Street, Pomona QLD

## Training Strategy

Code	Workplace Training	Classroom Training	Workplace Activities
BCGCM1001B	√	√	√
BCGCM1002B	√	√	√
BCGCM1003B	√	√	√
BCGCM1004B	√	√	√
BCGCM1005B	√	√	√
BCGCM2001B	√	√	√
BCGCM2002B	√	√	√
BCGCM2007B	√	√	√
BCGCM2008B	√	√	√
BCGCA2001B	√	√	√
BCGCA2002B	√	√	√
BCGCO2003B	√	√	√
BCGCA3001B	√	√	√
BCGCA3002B	√	√	√
BCGCA3004B	√	√	√
BCGCA3005B	√	√	√
BCGCA3007B	√	√	√
BCGCA3010B	√	√	√
BCGCA3023B	√	√	√
BCGCM3001B	√	√	√
BCGCA3003B	√	√	√
BCGCA3006B	√	√	√
BCGCA3008B	√	√	√
BCGCA3012B	√	√	√
BCGCA3013B	√	√	√
BCGCA3016B	√	√	√
BCGCA3017B	√	√	√
BCF3009A	√	√	√
BCF3010A	√	√	√
BCF3011A	√	√	√
BCGCM2006B	√	√	√
BCG2012A	√	√	√
BCF2016A	√	√	√
BCF3008A	√	√	√
BCG2001A	√	√	√
BCF3001A	√	√	√
BCF2013A	√	√	√

**Assessment Strategy can be from the following (2 - 3 forms of evidence)**

Code	Work Samples	/written questions and answers	Observation
BCGCM1001B	√	√	√
BCGCM1002B	√	√	√
BCGCM1003B	√	√	√
BCGCM1004B	√	√	√
BCGCM1005B	√	√	√
BCGCM2001B	√	√	√
BCGCM2002B	√	√	√
BCGCM2007B	√	√	√
BCGCM2008B	√	√	√
BCGCA2001B	√	√	√
BCGCA2002B	√	√	√
BCGCO2003B	√	√	√
BCGCA3001B	√	√	√
BCGCA3002B	√	√	√
BCGCA3004B	√	√	√
BCGCA3005B	√	√	√
BCGCA3007B	√	√	√
BCGCA3010B	√	√	√
BCGCA3023B	√	√	√
BCGCM3001B	√	√	√
BCGCA3003B	√	√	√
BCGCA3006B	√	√	√
BCGCA3008B	√	√	√
BCGCA3012B	√	√	√
BCGCA3013B	√	√	√
BCGCA3016B	√	√	√
BCGCA3017B	√	√	√
BCF3009A	√	√	√
BCF3010A	√	√	√
BCF3011A	√	√	√
BCGCM2006B	√	√	√
BCG2012A	√	√	√
BCF2016A	√	√	√
BCF3008A	√	√	√
BCG2001A	√	√	√
BCF3001A	√	√	√
BCF2013A	√	√	√

**Competency of training and assessment staff**

Unit code	Trainer	Learning and assessment	Technical and assessment competency of staff (TAA40104 and Trade Certificate in Carpentry)
BCGCM1001B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM1002B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM1003B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM1004B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM1005B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM2001B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM2002B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM2007B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM2008B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA2001B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA2002B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCO2003B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3001B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3002B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3004B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3005B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3007B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3010B	Greg Phipps Nathan Phipps	√ √	√ √

**Competency of training and assessment staff continued**

Unit code	Trainer	Learning and assessment	Technical and assessment competency of staff (TAA40104 and Trade Certificate in Carpentry)
BCGCA3023B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM3001B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3003B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3006B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3008B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3012B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3013B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3016B	Greg Phipps Nathan Phipps	√ √	√ √
BCGCA3017B	Greg Phipps Nathan Phipps	√ √	√ √
BCF3009A	Greg Phipps Nathan Phipps	√ √	√ √
BCF3010A	Greg Phipps Nathan Phipps	√ √	√ √
BCF3011A	Greg Phipps Nathan Phipps	√ √	√ √
BCGCM2006B	Greg Phipps Nathan Phipps	√ √	√ √
BCG2012A	Greg Phipps Nathan Phipps	√ √	√ √
BCF2016A	Greg Phipps Nathan Phipps	√ √	√ √
BCF3008A	Greg Phipps Nathan Phipps	√ √	√ √
BCG2001A	Greg Phipps Nathan Phipps	√ √	√ √

Unit code	Trainer	Learning and assessment	Technical and assessment competency of staff (TAA40104 and Trade Certificate in Carpentry)
BCF3001A	Greg Phipps Nathan Phipps	√ √	√ √
BCF2013A	Greg Phipps Nathan Phipps	√ √	√ √

### Learning resources

Product Name
Selected On-line learning resources
BCG03 General Construction Training Package
Basic Building and Construction Skills – Carpentry and Other General Construction Trades 3 <sup>rd</sup> edition – TAFE NSW
Basic Building and Construction Skills Instructor's Resource CD-ROM – TAFE NSW
The Australian House Building Manual 4 <sup>th</sup> Edition – Alan Staines, Prindale Press
BCG30203 Certificate III in Carpentry Learner work Book (all units) – ANTA
BCG30203 Certificate III in Carpentry Learner Record Book (all units) ECO Cottages
Paslode tool operation and cleaning instructions for: Compact Nailer; IM25022 Bradder; TrimMaster Angled Bradder; 18 Gauge CI TrimMaster Bradder – CD-Rom
BCITF Be Constructive CD-Rom
ONSITE 3.0 Safety CD-Rom
Work Safe Design 4 Health CD-Rom

### Assessment tools for units of competency

Product Name	Author
General Construction assessment tools	Eco Cottages (ANTA) Eco Cottages (Benchmarked and validated)

### Eco Cottages validation approach

Validation approach	Action required	Occurrence	Responsibility	Resources required/action taken	Record keeping requirement
ITAB consultation	<p>Consultation with ITAB for the purpose of *reviewing assessment process *assist in determining reasonable adjustment</p> <p>Seek their assistance with strategic and policy matters &amp; practice practical &amp; operational issues</p>	Yearly	Training Coordinator	Week appointment with ITAB	Written report from ITAB on suitability of assessment process
Industry trialling	Visit various industries for purpose of gathering feedback on assessment process. Feedback used to refine and modify the assessment tools	Yearly	Training Coordinator Trainers	Seek appointments with various industry operators	Prepared checklist or letters from employers/ industry operators
Assessment benchmarks	Trainers/assessors to attend professional development training sessions and obtain a bank of assessment tools classed as exemplary. The bank will be developed with input from industry to ensure the highest standards are obtained.	Bi annually	Training Coordinator in consultation with trainers/assessors	Assessment tools randomly selected by Training Manager to review	Minutes recorded and changes entered onto Continuous Improvement Form
Moderation meetings	<p>Moderation conducted and information and experience shared particularly in relation to:</p> <ul style="list-style-type: none"> <li>*Validity</li> <li>*Reliability</li> <li>*Flexibility</li> <li>*Fairness</li> </ul> <p>Assessment tools evaluated and adjustments made in line with recommendations from industry and ITAB and results of RTO review process</p>	Bi annually	Training Coordinator in consultation with trainers/assessors	Training Coordinator & trainers discuss results of random review of assessment tools and methods of continuous improvements	Minutes recorded and changes entered onto Continuous Improvement Form
Client satisfaction surveys	Internal and external surveys to gather information that may relate to any aspect of the assessment process	Quarterly	Training Coordinator	Prepared survey	Minutes recorded and changes entered onto Continuous Improvement Form
Independent validator	Utilise the services of an individual validator to review and validate the assessment process/tools	Annually	Independent validator who has high level of technical skills, industry knowledge and experience in conducting assessments	Task description Prepared audit form	Written report on audit compliance and recommended improvements

**Components of the assessment strategy to be validated**

Approaches to validation	Assessment process	Assessment tools	Evidence	Assessment judgement
ITAB consultation		√	√	√
Client satisfaction surveys	√			√
Moderation meetings	√	√	√	√
Assessment benchmarks		√	√	√
Industry trialling	√			√
Internal audits	√	√	√	√
Vocational team meetings	√	√	√	√
Independent validator		√	√	√

<b>Program Managers endorsement and date</b>	<p align="center">.....</p> <p align="center">Signature</p> <p align="center">...../...../.....</p>
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