



CPC20220

**CERTIFICATE II in CONSTRUCTION
PATHWAYS**

Student Information

Introduction:

This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this qualification allows for inclusion of skills suited for entry to off-site occupations, such as joinery as well as carpentry, bricklaying and other occupations in general construction.

This qualification is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship.

The qualification has core unit of competency requirements that are required in most Certificate III qualifications. The elective options are structured to allow choice from areas of trade skills as an introduction to a range of occupations.

The following is a brief description of the ten units you will be trained in:

- **CPCCCM1011 Undertake basic estimation and costing**

This unit of competency specifies the skills and knowledge required to prepare a basic estimate of material, labour and costs for a basic construction project. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

- **CPCCOM1013 Plan and organise work**

This unit of competency specifies the skills and knowledge required to plan and organise basic work tasks on a construction site. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

- **CPCCCM2004* Handle construction materials**

This unit of competency specifies the skills and knowledge required to safely handle and store commonly used construction materials manually or in preparation for mechanical handling. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

- **CPCCVE1011* Undertake a basic construction project**

This unit of competency specifies the skills and knowledge required to undertake a basic construction project using basic tools, equipment and materials. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

- **CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry**

This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others. The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity.

- **CPCCCM1012 Work effectively and sustainably in the construction industry**

This unit of competency specifies the skills and knowledge required to work effectively and sustainably in the construction industry. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

- **CPCCCM2013 Undertake basic installation of wall tiles**

This unit of competency specifies the skills and knowledge required to use adhesive to undertake basic installation of tiles to flat wall substrates. It includes the preparation, installation and grouting of tiles for walls, including cutting simple penetrations. It does not include tiling internal and external wall junctions and junctions between walls and floors.

- **CPCCOM1015 Carry out measurements and calculations**

This unit of competency specifies the skills and knowledge required to undertake basic measurements and calculations to determine task and material requirements in a construction work environment. A person working at this level would be expected to complete tasks assigned to them, under supervision.

- **CPCCB2001* Handle and prepare bricklaying and blocklaying materials**

This unit specifies the skills and knowledge required to safely handle bricklaying and blocklaying materials using manual and mechanical means. It includes sorting, stacking and protecting onsite materials. This unit applies to those who carry out preparatory bricklaying and blocklaying work on new or existing structures. It is suitable for people with basic skills and knowledge who undertake routine work tasks under the direction of more experienced workers.

- **CPCCCM2006 Apply basic levelling procedures**

This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set-out of building components. It includes the set-up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment. The unit supports workers in the construction industry who use a variety of common methods and equipment when working with others and as a member of a team. It applies to levelling work on residential and commercial work sites.

* Denotes pre-requisite unit CPCWHS2001 required.

Recognised Prior Learning: *How will skills recognition fit into the training program?*

The RPL process takes into account all relevant skills, knowledge and experience that you have regardless of the way you got them. This includes experience and training you have gained through paid work, volunteer work, and previous training and/or life experiences. Through the assessment process you may be able to gain a complete qualification or, if you have gaps in your knowledge, parts of a qualification which you can then complete with additional training.

Skills recognition and prior learning will be provided as part of the Certificate I in Construction training programme. An interview can be conducted to provide evidence for the recognition process.

How to apply for RPL: *Gather your documentation*

Gather all the documentation about your skills and experience that will assist the assessor with deciding if you have the skills and knowledge to gain RPL for either a unit or a full qualification. You will be required to answer some knowledge-based questions and if gaps in your evidence are

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identified practical activities will be required to demonstrate skills competency. The documentation you gather may include:

- General employment documents
- Resume
- Position description or job description
- Results of any assessments
- Details of in-house courses, training programs, orientation, induction
- References or letters from employers and or supervisors
- Workplace documents
- Diaries/task sheets
- Samples of documents that you have produced
- Emails/letters
- Occupational Health & Safety documentation
- Copies of presentations
- Photos (dated)

Course Timeline:

This course requires the learner to attend face-to-face classes and workshops as well as to undertake self-paced research and learning. Face-to-face theory and practical classes will be delivered for one day per week over thirty-five weeks. Students may request additional self-learning time if required subject to assessor approval. Course commencement dates are to be advised.

Enrolment Process

- The enrolment process is necessary so that Yanchep Institute can include your required information including your Unique Student Identifier number in the data that it is required to report about student participation and outcomes in Vocational Education and Training.
- Your completed enrolments form will be forwarded to the RTO Manager and once processed, your application status will be confirmed and communicated to you.

Fees and Refunds

A complete copy of Yanchep Institute's Fees Policy is available on request. Yanchep Institute (YI) will manage the process of collecting fees and providing refunds to Learners of nationally recognised training programs, including Recognition of Prior Learning in a manner that is fair and transparent and addresses the requirements of the Standards for Registered Training Organisations 2015. (Standard 5 Clause 5.3; Standard 7 Clause 7.3 and Schedule 6)

Refunds will be paid to Learners according to the following schedule:

- 100% refund should Yanchep Institute cancel the delivery of services
- 100% refund if withdrawal for any reason 48 hours prior to the delivery of services less \$100 administration fee
- Partial refund at the discretion of Yanchep Institute for withdrawal due to uncontrollable event (sickness, accident, serious family incident, etc) after the commencement of delivery of training. Evidence such as medical certificate may be required. An administration fee of \$100 will be deducted from any refund.
- If student transfers to another date, no loss of fees will apply.
- Pro rata refund for units not yet commenced for withdrawal for any reason other than those set out above

- All refunds are to be processed within 5 working days of the withdrawal advice using the same method for refund as was used for payment (i.e., cash to cash, eftpos to eftpos etc).

Variations to these refund conditions may be made by the Executive Manager where exceptional circumstances occur.

Resources

PPE will be provided to students however steel toe capped boots are to be provided by the students. Yanchep Institute will provide a variety of learner guides to the students throughout the course.

Assessments

Assessments will be conducted using a variety of methods. Such methods may include observation of practical demonstration of skills and verbal or written questions. Learners will be given two further opportunities to demonstrate competence if he or she does not reach competence on the first attempt.

Grievance Policy

While YI will work with you to ensure that your experience and outcomes meets your expectations, we understand that sometimes differences do occur that need to be resolved.

Students who feel aggrieved about any matter to do with their experience or services, or assessment outcomes should raise the concern with the RTO so that it can be addressed.

If you at any time have an issue please discuss it with the Yanchep Institute and we will work with you to resolve it.

Alternatively, you may put your issues in writing so that they can be addressed in accordance with the RTO Complaints and Appeals Policy. A copy of our policy is available from the Administrator or RTO Manager.

Issues will be expected to be resolved within 60 days. If 60 days have passed and the issue is still unresolved, an external organisation will handle the complaints as outlined in the Complaints and Appeals Policy.

Student Responsibilities

- You are required to advise us if you are unable to meet any of your scheduled sessions.
- You must tell us if there is anything that you believe will affect your ability to safely participate in assessment activities or operate equipment, or if you require support to undertake your assessments.
- You must provide us with correct personnel details including your address.
- You must provide us with your USI.
- We request you treat our RTO staff and others associated with the RTO in a courteous and respectful manner.
- You must wear the required personal protective equipment (PPE) for all practical training.
- You must comply with all applicable regulations & legislation as advised by the RTO.
- You must inform Yanchep Institute of any bee allergies prior to commencing the course.

Yanchep Institute Responsibilities

Our responsibilities to you require us to assist you in all reasonable ways to obtain the nationally recognised training program in which you enrol. In doing this we will:

- ensure that our environments are safe and relevant for the program needs

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- that you are provided with information that explains the assessments you will participate in and the outcomes of these assessments
- ensure we meet the obligations of the services that are included in your enrolment form
- provide you with advanced notice of any changes to the services to be provided.
- respect the privacy of information you provide us

Privacy Policy

Yanchep Institute RTO 52780 (“YI”, “we”, “our”, “us”) is committed to protecting your privacy and ensuring the confidentiality of the personal information we collect. As an Australian Registered Training Organisation (RTO), we comply with Australian Privacy Laws and all applicable regulations governing the collection, use, and management of personal data.

Yanchep Institute RTO 52780 values the confidentiality of all personal information entrusted to us. We only collect and retain personal data that is essential for the effective operation of Yanchep Institute as a Registered Training Organisation (RTO) or as required by law.

Access to personal information is strictly limited to authorised personnel with a clear business need. All personnel with access to personal information must:

- Use the data solely for its intended purpose.
- Maintain strict confidentiality.
- Never share personal information within or outside the RTO without proper authorisation.

For funded students will always be informed that we may disclose personal data for statistical, regulatory, or research purposes as required by funding and compliance obligations.

Information We Collect

We may collect the following types of personal information:

- Full name, address, and date of birth.
- Contact details, including phone number and email address.
- Employment and academic records.
- Financial details related to course enrolments and funding.
- Information required for government reporting and compliance.

Personal information is collected directly from individuals or from authorised third parties, such as funding bodies or government agencies, where applicable.

How We Use Your Information

Yanchep Institute collects and uses personal information to:

- Deliver high-quality training and education services.
- Ensure compliance with regulatory and legal requirements.
- Maintain accurate records for students and employees.
- Communicate with students, employees, and other stakeholders.

We will never disclose your personal information without your consent, except where required by law or regulation.

Procedure for Disclosure

To ensure your privacy, YI follows a strict procedure before disclosing personal information:

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1. Obtain written authorisation for disclosure from the CEO.
2. Contact the client to request and obtain written consent.
3. Provide the requested information only if steps 1 and 2 have been completed.

Proof of Identity

Individuals seeking access to their personal information must provide the following proof of identity:

- Full name.
- Current address.
- Date of birth.

Requests for access to personal information can be submitted to the Training Manager, info@yanchepinstitute.com.au.

Data Security

Yanchep Institute employs robust technical and administrative measures to protect personal information from unauthorised access, disclosure, alteration, or destruction. Access is limited to authorised personnel with a legitimate business purpose.

Your Rights

Under Australian privacy laws, you have the right to:

- Access your personal information.
- Request corrections to your information if it is inaccurate or incomplete.
- Withdraw consent for data collection or usage, subject to legal or regulatory requirements.

If you wish to exercise your rights or have concerns about how we manage your personal information, please contact us at:

Yanchep Institute

Suite 6, 128 Yanchep Beach Road, Yanchep WA 6035
Email: info@yanchepinstitute.com.au
Phone: 08 9544 3901

Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. The updated policy will be posted on our website, and the effective date will be noted at the top.

Freedom of information. As per Freedom of Information Act.

Language, literacy and numeracy evaluation and support

A language, literacy and numeracy training needs analysis must be attempted by the learner prior to commencement to enable learning needs to be assessed. Learners must only complete what they are able (this is not a test). Any learning needs identified will be addressed by the trainer/assessor and suitable strategies put in place to assist the learner.

Learner support

Yanchep Institute is mindful that some learners may experience difficulty with aspects of certain course material. Flexible learning strategies will be employed to accommodate individual differences. Where a learner still feels he or she is not coping, they should approach the Trainer/Assessor

concerned and every reasonable effort will be made to assist. This may involve seeking the assistance of another agency and extra fees may apply.

GOOD LUCK and ENJOY THE COURSE!