

BUILDING AND CONSTRUCTION

See inside for...

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ROLES OF THE VARIOUS PLAYERS

Australian Apprenticeships Centres - AAC

For your nearest AAC phone 13 38 73 or access <http://www.australianapprenticeships.gov.au/>

AACs provide **free information and advice** on:

- apprenticeships/traineeships
- completing and registering a training contract
- assistance with employer incentives
- selecting an appropriate RTO
- rights, responsibilities and obligations
- incentives assessment for prior qualifications eligibility

Provide a service which requires a visit to the employer / apprentice / trainee on commencement, to initiate further contact within one month of the 6 month point of the apprenticeship / traineeship, and upon request.

They also provide advice on transfers, variations, suspensions/cancellations, early completion, termination, period of probation, credit for prior training and experience, and disputes on training matters.

Registered Training Organisation - RTO

Helps you train your new apprentice in the way you want. Choose an RTO that best suits your training needs. They will:

- offer and undertake if appropriate a Recognition of Prior Learning (RPL) process
- assist you and the apprentice to develop an appropriate training plan
- provide advice on fees and charges
- design a training plan to meet the needs of all parties
- train the apprentice and assist you to make sure training is completed
- ensure all apprentices/trainees undertaking training at AQF levels 3 and above are withdrawn from routine work duties for a minimum of three hours per week, averaged over a four week cycle for the purpose of undertaking structured training/learning activities (pro rata for part time)
- ensure all apprentices/ trainees undertaking workplace training at AQF levels 1 and 2 are withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.
- visit your workplace to check progress
- provide additional learning support if required
- issue qualifications at the completion of the apprenticeship/traineeship

Details of how to access **Registered Training Organisations** are located in the middle of this booklet.

State Training Authority - STA

Regulate apprenticeships and traineeships. The STA monitors the quality of training and approves RTOs. In addition they:

- advise employers and apprentices on rights and obligations
- approve early completions, variations to Training Contracts, suspensions and cancellations
- provide field officers to solve problems between employers and their apprentice/trainee.

Apprenticeship Field Officer - AFO

Are employed by the STA and take an impartial role in their dealings with employers and apprentices/trainees. For details of your nearest AFO contact the

Apprenticeship Administration Branch on 1300 722 603 or access <http://www.otte.vic.gov.au/aptvicapp.asp> Apprenticeship Field Officers provide assistance in a number of different areas. They:

- answer queries and provide information on apprenticeships and traineeships
- advise and counsel apprentices/trainees and employers on training and other matters
- investigate disputes between apprentices/trainees and employers
- provide support for apprentices/trainees who are victims of workplace violence and harassment
- assist providers of training and further education in relation to apprenticeships and traineeships

Conversations with AFOs are confidential.

Group Training Organisations - GTO

They employ apprentices/trainees and place them with 'host' employers for work and on the job training. They will:

- screen and recruit applicants
- handle wages, payroll tax and workers compensation
- monitor the progress of the apprentice/trainee
- provide your organisation with an apprentice/trainee without a long-term employment contract.

Employer

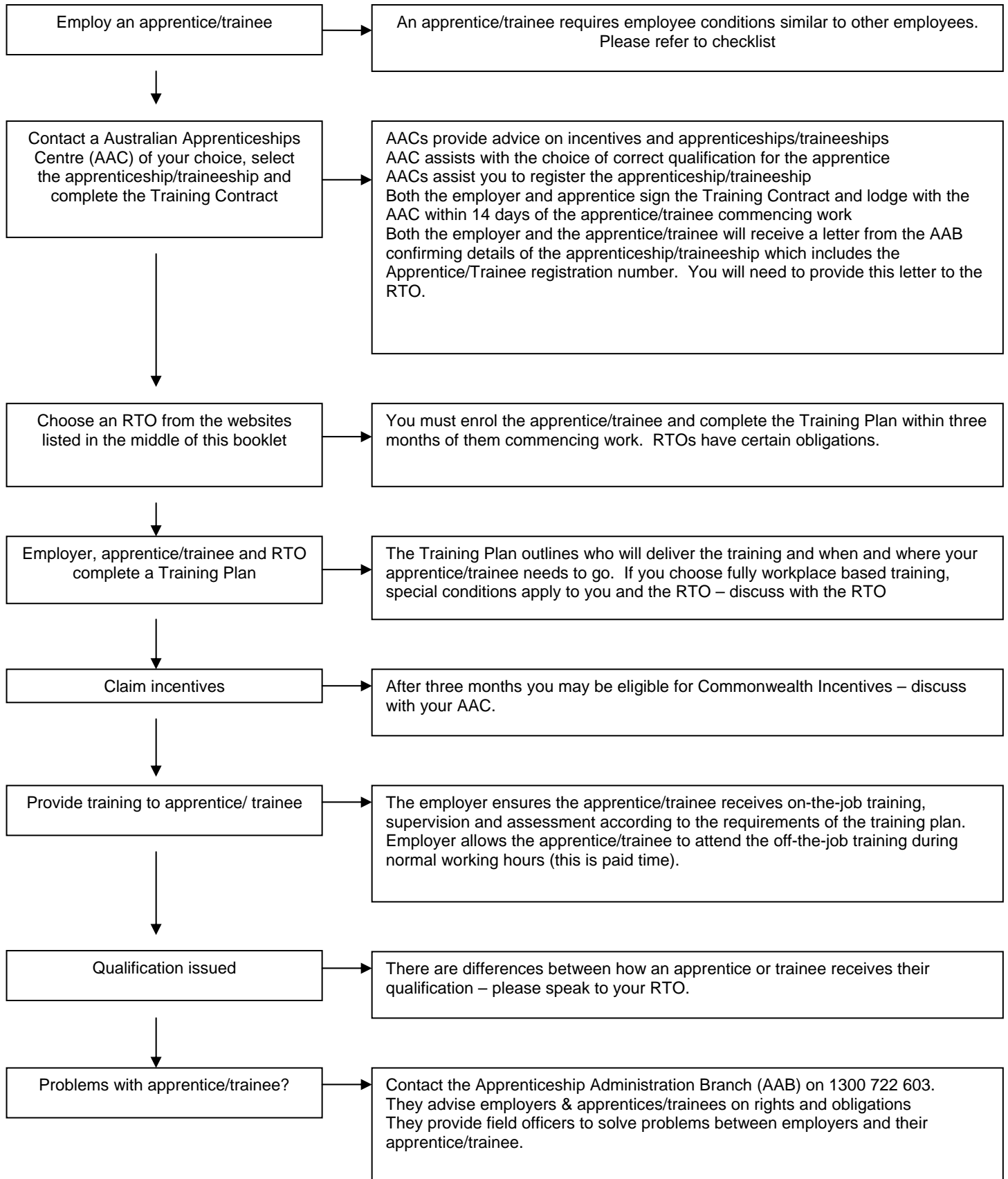
- meet legal obligations
- provide a safe working environment
- support the structured training
- ensure the apprentice/trainee is enrolled at an RTO with Training Plan completed within three months of commencing work
- allow the RTO access to the apprentice/trainee for training and assessment
- provide appropriate supervision and support
- **allow the apprentice/trainee to attend the off-the-job training during normal working hours (this is paid time)**
- advise apprentices/trainees of their rights and responsibilities
- pay the apprentice/trainee the agreed wage and inform apprentice/trainee of the terms and conditions of employment
- make sure your apprentice/trainee is covered by a WorkCover policy – contact your **WorkCover Insurer**
- arrange for superannuation payments for your apprentice/trainee to be paid into a superannuation fund – Contact **Superannuation Guarantee Hotline** on 131 020
- Notify the AAC or STA within 5 working days if the apprentice/trainee ceases employment.

Apprentice/Trainee

- commit to work and training responsibilities
- participate in developing a Training Plan
- maintain a record of training.

WHAT TO DO – AT A GLANCE

TO EMPLOY AN APPRENTICE OR TRAINEE



INTRODUCTION

What is an apprenticeship/traineeship?

An apprenticeship/traineeship is a training contract between an employer and an employee, in which the employer provides training and the apprentice/trainee learns the occupation/trade.

Apprenticeships include both traditional trade apprenticeships and traineeships.

Apprentices/trainees must be at least 15 years of age and may already hold a qualification. There is no maximum age.

Training can be developed to suit the specific needs of your business. It may be totally workplace based or combine work and off-the-job. Apprentices/trainees can be employed on a full time or part time basis (subject to appropriate industrial relations arrangements being in place). When all competencies have been achieved, your apprentice/trainee gains a nationally recognised qualification.

To Employ an Apprentice/Trainee

Choose an apprenticeship/traineeship by reviewing the list available (in this booklet).

- ↳ advertise at a **JobNetwork member**. Call the New Apprenticeships Hotline on 13 38 73
- ↳ advertise in the **Situations Vacant** column in newspapers
- ↳ advertise on the **national jobs database** by calling 131 715
- ↳ approach **school careers counsellors**
- ↳ approach **Industry Training Companies or Employer Associations**;
- ↳ approach **Group Training Organisations**. Contact **Group Training Australia** on (03) 9639 3955 or 1800 819 747.

Wages and conditions of employment

Apprentice/trainee wages vary according to years of school completed, years of training, the type of apprenticeship/traineeship and the industry or job. Treat the apprentice/trainee the same as all other employees.

Contact the WorkChoices Infoline on 1300 363 264.

Occupational Health and Safety

Health and safety at work is vital, particularly for apprentices/trainees. Every workplace has specific health and safety requirements that must be applied by legislation. Occupational health and safety must start on day one.

A good workplace will:

- provide a safe workplace free from verbal, physical, racial and sexual abuse
- have an Occupational Health and Safety Policy
- conduct an induction program for apprentices/trainees
- display relevant warning signs in appropriate positions in the workplace
- perform regular workplace safety checks

Make sure your apprentice/trainee can:

- perform tasks safely
- handle all equipment, machinery and dangerous products, such as chemicals, safely
- identify and report any potential risks
- use safety equipment such as gloves, clothing, masks, boots and glasses.

Contact WorkSafe Victoria a Division of the Victorian WorkCover Authority on 1800 136 089.

Apprentice/Trainee Accommodation Allowance

Apprentices/trainees registered under a current training contract (not applicable for existing trainees) may be entitled to an accommodation allowance if they:

- are attending an RTO that has a contract to deliver structured training on behalf of the Victorian Skills Commission; and
- are attending consecutive days of training at the location of the RTO such that, given the distance between the RTO and the apprentice's/trainee's residence, it would be impractical to return home and then return to the RTO for training the next day.

The apprentice/trainee must complete the appropriate claim form and have the private RTO endorse their attendance at the training program on the nominated dates. If they attend a Government TAFE Institute they can claim directly through the student services area of the TAFE.

From 1st July 2006, the accommodation allowance is \$25 per night for all years of training.

Payment is available to a maximum of five nights per week.

For further information please contact the Apprenticeship Administration Branch on 1300 722 603

The Victorian Government does not provide funds for travel except in special circumstances where the apprentice/trainee may have to travel interstate for training.

Part Time Apprenticeships And Traineeships

All new and existing Apprenticeships and Traineeships are available on a part time basis with employers and apprentices able to nominate the proposed duration of the Training Contract, subject to maximum periods.

Where the nominal full time duration of the Training Contract is two years or less, the maximum duration of a part time Training Contract is three years. Where the nominal full time duration of the Training Contract is greater than two years and up to four years, the maximum duration of a part time Training Contract is six years.

Subject to any minimum duration that may be specified in an Approved Training Scheme, the employer and apprentice can specify a duration less than the maximum. Completion will be available earlier than the specified duration if all competencies have been attained and an extension to the maximum duration can be mutually agreed if all required competencies have not been attained.

All Approved Training Schemes are available on a part time basis subject to there being a suitable industrial arrangement in place. In effect the employer will be either:

- covered by an Award/ Australian Pay and Classification Scale with suitable provisions;
- party to an Australian Workplace Agreement or Collective Agreement with suitable provisions; or

- covered by the minimum terms and conditions as outlined in the Standard and part 21 of the Workplace Relations Act.

The onus is on the employer to establish that this is the case and to certify to such on the Training Contract.

The apprentice/trainee must be employed and paid for a minimum of 15 hours per week (including structured training) which may be averaged over a 1, 2 or 4 week cycle.

Additional flexibility is available for secondary school students undertaking apprenticeships or traineeships. Two different types are available-

- 1) Where the secondary school principal (or delegate) has endorsed the training plan to be undertaken, or
- 2) Where the secondary school principal (or delegate) has endorsed the training plan to be undertaken, and the employment and structured training has been timetabled as a component of the student's Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) studies.

This means that all Apprenticeships and Traineeships can also be undertaken as school based programs, subject to the availability of suitable industrial arrangements. Arrangements are in place by the Victorian Curriculum and Assessment Authority (VCAA) to support any apprentice or trainee obtaining credit into their VCE or VCAL program.

A summary of the arrangements is contained within the following table

	Part time apprentice/trainee & school student	School based apprenticeships and Traineeships (SBATs)	Integrated SBATs
	A senior school student undertaking a part time apprenticeship or traineeship outside of school hours	A senior school student undertaking a part time apprenticeship or traineeship outside of school hours or a combination of both	A senior school student undertaking a part time apprenticeship or traineeship partially in school hours
Minimum hours	15 hours per week averaged over 1,2 or 4 week cycle.	15 hours per week averaged over duration of training contract.	15 hours per week (over 2 years) or 10 hours per week (over 3 years) averaged over duration of training contract.
School authorisation	Not required	Required – The student's school has endorsed the training plan. Note- The plan should be completed within 2 months of training contract commencing.	- Required – The student's school has endorsed the training plan. Note- The plan should be completed within 2 months of the training contract commencing. - At least one day per week must be timetabled to be spent on the job or in training during the normal school week. - Required – School endorsement OTTE "school endorsement form" OTTE administers integrated status upon receipt of OTTE form signed by the secondary school confirming the above arrangements.
10 hr minimum flexibility	No	No	Yes
Credit into VCE or VCAL	The student is eligible to receive VCE or VCAL credit for the vocational training but may not be seeking credit.	The student is eligible to receive VCE or VCAL credit for the vocational training	The student is eligible to receive VCE or VCAL credit for the vocational training
Training Contract	Responds Yes to Q18 Responds No to Q19	Responds Yes to Q18 Responds Yes to Q 19	Responds Yes to Q18 Responds Yes to Q 19
'Cap free' status (private RTO only)	No	No	Yes. Not counted towards an RTOs entitlement under Apprenticeship/Traineeship training Program funding arrangement with OTTE

Employment periods not counted towards existing worker status for the purposes of Commonwealth incentives, or State funding or incentives

Existing Employees

Existing employees are those who have been working with the employer:

- for more than twelve months within the two year period prior to commencing the current training contract; and
- as a full time employee for more than 3 months in total during the above 12 month (or more) period of employment; and
- under more than one training contract where the time elapsed between any two of the training contracts has exceeded three months.

Please note: time employed while attending a secondary school as a full time student or as an active and registered participant in the Community Jobs Program is not taken into consideration when calculating the above terms of employment.

The Victorian Government provides funds for the training of:

- existing worker **apprentices** who entered into a training contract after 1 July 2006 except where an apprentice who commenced a Training Contract prior to 1 July 2006 which is subsequently cancelled or withdrawn, and then enters into a new training contract on or after 1 July 2006 with the same employer.

The Victorian Government provides does **not** provide funds for the training of existing worker **trainees** entering a training contract.

Employers who commence existing workers in a training contract are generally eligible for Commonwealth Government incentives where the nominal duration of the training contract is 24 months or more and the existing employee is commencing a Certificate III or IV qualification.

For enquiries, call the Apprenticeship Administration Branch on (03) 1300 722 603.

Workcover Benefits

Employers who employ one or more apprentice and/or trainee must have a WorkCover Insurance Policy in place.

Some apprentice and trainee remuneration is exempt from WorkCover Injury Insurance. WorkCover exemptions generally apply to new entrants to the workforce. A new entrant is generally defined as having been employed for less than three months full time, 12 months part time, or, on a casual basis, prior to entering the training contract.

These exemptions also apply to consecutive training contracts with current and former employers provided the time between any two contracts is less than three months.

However, from 1 July 2005 new entrant trainees whose level of remuneration is greater than \$30,000 per annum are no longer eligible for this exemption. Additionally, where a labour hire firm on-hires a trainee to a client that has previously employed that trainee the remuneration is only exempt where specific criteria are met.

For more details contact your Victorian WorkCover Agent or visit www.worksafe.vic.gov.au

Registration Process

Contact AAC and complete training contract.

AAC will process training contract.

Both the employer and the apprentice/trainee must sign the contract.

Return the contract to a AAC and provide a copy of the signed contract to the apprentice within 14 days of the apprentice/trainee commencing work.

AAB sends information to employer and apprentice/trainee to confirm registration of training contract.

Enrol the apprentice at the RTO **within 3 months** of the apprentice/trainee commencing work.

Enrol the Apprentice/Trainee

Choose a Registered Training Organisation (RTO).

<http://qftp.otte.vic.gov.au/qftp/tims/attp/applications/search.asp>
or
<http://www.ntis.gov.au>

If your chosen RTO is not on the website list, it is unlikely that government funded training is available. Training could be conducted under fee for service arrangements. Alternatively you may wish to select another RTO who can provide government funded training for your apprentice/trainee. If your business is seeking to be a RTO please contact (03) 9637 2762

Training Plan

Within three months of the apprentice/trainee commencing employment and prior to commencing training the RTO together with the employer and apprentice/trainee must discuss and agree upon a suitable Training Plan. The Training Plan outlines who will deliver the training and when and where your apprentice/trainee needs to go.

The Training Plan must also be signed by the secondary school representative if the apprentice/trainee is a school based New Apprentice.

Treat the Training Plan as a working document. A plan is a flexible document – talk to your RTO at any stage during the training.

The Training Plan must include, at least, the following:

- competencies to be obtained
- time frame for achieving competencies
- training to be undertaken
- delivery modes to be employed
- details (when, how & how much) of the time allocated outside routine work duties for structured training
- who is responsible for the delivery and/or assessment of each competency
- assessment details and arrangements
- record of RPL and cross credit hours granted
- name of qualification to be issued and
- any other specific requirements to be met in accordance with the Training Contract
- **ensure all apprentices/trainees undertaking workplace training at AQF levels 3 and above are withdrawn from routine work duties for a minimum of three hours per week, averaged over a four week cycle for the purpose of undertaking structured training/learning activities (pro rata for part time)**
- **ensure all apprentices/ trainees undertaking workplace training at AQF levels 1 and 2 are withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.**
- the training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.
- if the apprentice/trainee is to receive **off-the-job training** at an RTO, you must allow the apprentice/trainee to attend training classes (this is paid time).

Pre Training Review

Conduct for each apprentice/trainee a Pre Training Review of current competencies including literacy and numeracy skills. The purpose is to avoid duplication of competencies already acquired and to ascertain that the proposed learning strategies and materials are appropriate.

Recognition of Prior Learning

At the request of the apprentice the RTO must undertake a RPL process to ascertain and record all competencies achieved as a result of prior work and life experiences (informal training). These competencies should not be included in the structured training delivered under the Training Contract.

Workplace Based Training Standards

The RTO will be accountable for any structured training delivered and assessed in the workplace by the workplace supervisor/employer and must have processes in place to ensure the quality of the training outcomes (refer to the Workplace Based Training Minimum Compliance Standards in the current ATTP Performance Agreement).

To support and quality assure workplace based training, the RTO must, if any or all modules/competencies are delivered and assessed in the workplace:

- in addition to the Pre Training Review make a minimum of four (4) face to face visits per training year verified by the signature of the employer/ workplace supervisor and dated;
- make monthly contact by either e-mail, fax or phone with both the apprentice/trainee and the workplace supervisor to gain feedback on the support provided to date, and to record training hours completed and competencies gained in the previous month
- ensure, where the qualification is at the AQF Level 3 or above that the apprentice/trainee is withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees) for structured training, averaged over a 4 week cycle. (This should be recorded by a workplace log signed weekly by the workplace supervisor or a trainee record book or timesheet and by the RTO as part of the monthly contact log)
- quality assure and validate workplace based assessments.

Tuition Fees and Charges

All RTOs charge tuition fees. A charge may also be made for tools, student services and amenities, and take-home goods.

In 2007, there is a minimum fee payable of \$53 and a maximum fee payable of \$860 per year. Tuition fees and other charges are generally paid by the student, however, certain industrial awards provide for fees and other charges to be paid by employers. Students should check with their employer prior to enrolment.

For students experiencing difficulty with payment of fees and other charges, student loans may be available at most TAFE Institutes.

Fee concessions and exemptions are also available. Eligibility for concession includes students holding a Health Care Card (including low-income cards). Full details on concessions, exemptions and refunds can be obtained from the RTO you choose to attend. To find out about Health Care Cards contact Centrelink on 131 021 or www.centrelink.gov.au.

RTO fees and charges are subject to change. For the most current details please inquire at your RTO or visit <http://gftp.otte.vic.gov.au/gftp/ATTP/FeesandCharges2007.asp>

What should I expect from my RTO

- conduct a Pre Training Review
- undertake a Recognised Prior Learning (RPL) process if appropriate or requested by the apprentice/trainee, to identify and record all competencies achieved as a result of prior work and life experiences
- develop a training plan in association with the employer and apprentice/trainee within three months of the apprentice/trainee commencing employment
- complete an enrolment and apply the required fees and charges, as per the Fees and Charges Policy
- commence training specified on the Training Contract within one month of signing the Training Plan
- monitor and record training progress against the Training Plan, at least, monthly
- make all reasonable provisions for the apprentice/trainee to achieve all competencies required for the structured training identified in the approved training scheme within the term of the Training Contract.

RTO Responsibilities upon the Completion of Training

- issues the qualification to **trainees** when all competencies of the structured training have been achieved & the employer has returned a written sign off of the trainee's competency as an employee in the workplace. This completes the Training Contract.
- issues the qualification to **apprentices** when all the competencies of the structured training have been achieved. This does not conclude the Training Contract. The AAB will forward a letter to the employer two weeks prior to the nominal completion date seeking confirmation of the completion of the Training Contract. Alternately, the employer and apprentice may apply to the AAB for early completion of the Training Contract once the apprentice has reached competency.

Work Problems

Sometimes, an apprentice/trainee does not fulfil their work or training commitments. If this occurs, discuss these problems with your apprentice/trainee. Make notes about the discussion and ask the apprentice/trainee to sign it as proof the discussion took place and assurance that their performance will improve.

If the disagreement is about the dismissal of your apprentice/trainee, refer to the conditions applying to the apprenticeship/traineeship in the CONDITIONS section. If the disagreement is about wages, contact the WorkChoices Infoline on 1300 363 264. OTTE can't assist with these disputes.

If the problems continue, contact an apprenticeship field officer (AFO) at the AAB on (03) 1300 722 603.

Apprentice is unhappy at Work or Study

If your apprentice/trainee is being bullied, harassed, discriminated against or exploited in the workplace, it is your legal responsibility to immediately take action to remedy the situation. Failure to do so could result in the OTTE withdrawing approval for you to train apprentices. You could also face prosecution under WorkCover legislation.

If it is occurring during off-the-job training, you may be able to offer the apprentice/trainee support.

Apprentices/trainees can also contact the student counsellors at the RTO where they are enrolled.

AFOs can provide the apprentice/trainee with support and advice. Contact the AAB on (03) 1300 722 603.

FINANCIAL INCENTIVES

State Government

PAYMENT TYPE	Trainees (Set Two level of VET Regulation)	Apprentices (Set One level of VET Regulation)
WorkCover exemption*	Yes	Yes
Completion Bonus is available to employers of 3 or more apprentices/trainees (under 25)	\$650 when commencement date is prior to 1 July 2003 or \$1300 when commencement date is after 1 July 2003	\$1200 when commencement date is prior to 1 January 2002 or \$2300 when commencement date is between 1 January 2002 and 31 December 2002 or Progress payment of \$1750 when commencement date is after 1 January 2003 - 12 months prior to nominal completion date plus \$1750 on completion

*Refer section titled 'WorkCover'

Apprenticeships Traineeships in Victoria

Summary of the Australian Government Australian Apprenticeships Incentives Programme - From 1 July 2006

Australian Government Incentives	Amount Awarded	The following summarises the Australian Government Australian Apprenticeships Incentives regime for all Australian Apprentices. Payment of incentives will be subject to employers and their Australian Apprentices satisfying eligibility criteria as set out in the Australian Government <i>Australian Apprenticeships Incentives Programme Guidelines</i> . Contact your Australian Apprenticeships Centre for further information on Australian Government Incentives.
Standard Commencement	\$1,250	incentive for an employer commencing a Australian Apprentices in Certificate II Training
	\$1,500	incentive for an employer commencing a Australian Apprentices in Certificate III or IV Training
Incentives for other qualifications		Selected Diploma and Advanced Diploma qualifications are eligible to attract \$1,500 standard commencement and \$2,500 standard completion employer incentives and personal assistance. More information is available from your Australian Apprenticeship Centre.
Innovation – Special Commencement	\$1,100	special incentive for employing a Australian Apprentices in an eligible innovation training package qualification at the Certificate III or IV level.
School-Based Australian Apprenticeships – Additional Commencement	\$750	additional incentive for employing a Australian Apprentices in an endorsed School-Based Australian Apprenticeship at Certificate II to IV level.
Rural and Regional Skills Shortages – Special Commencement	\$1,000	special incentive for Rural and Regional Australian Apprenticeships where the Australian Apprentices commences Certificate III or IV training in an occupation identified as experiencing skill needs in a non-metropolitan area.
Declared Drought Area – Additional Commencement	\$1,500	additional incentive for employers holding a current Exceptional Circumstances Drought Area certificate, employing Certificate II Australian Apprentices
Mature Aged Worker – Special Commencement	\$750	special incentive for an employer commencing an eligible Certificate II to IV level Australian Apprentices who is a disadvantaged person aged 45 years or more. Contact your Australian Apprenticeships Centre for further information.
Standard Recommencement	\$750	incentive for employers recommencing out-of-trade Certificate III or IV Australian Apprentices.
Australian School-Based Australian Apprenticeship Retention	\$750	incentive for an employer continuing to employ a Certificate II to IV level School-Based Australian Apprentices after the student has completed Year 12.
Standard Completion	\$2,500	Employers of Australian Apprentices who successfully complete Certificate III an IV may be eligible to receive 25%, 50%, 75% or 100% of the \$2,500 incentive.
Declared Drought Areas – Special Completion	\$1,500	special incentive for employers on the successful completion of eligible Certificate II Australian Apprentices who attracted a Declared Drought Areas additional commencement incentive.
Mature Aged Worker – Special Completion	\$750	special incentive for an employer on the successful completion of a Certificate II to IV level Australian Apprentices who attracted a Mature Aged Worker special commencement incentive.
Commonwealth Trade Learning Scholarship	2 x tax exempt payments of \$500	Provided by The Commonwealth Trade Learning Scholarship to eligible Australian Apprentices undertaking qualifications in the skill needs trades. The Scholarship is paid to Australian Apprentices after they complete the first 12 and 24 months full-time (or full-time equivalent) employment in their Australian Apprenticeship.
Living Away From Home Allowance (LAFHA)	Australian Apprentices may be eligible for up to twelve months of LAFHA (at varying rates shown below) if the Certificate II or IV level Australian Apprentices had to move away from the parental/guardian home to commence or remain in an Australian Apprenticeship or is homeless. Your Australian Apprenticeships Centre can provide more information on LAFHA and the appropriate application form	
	\$77.17 per week	First Year
	\$38.59 per week	Second Year
	\$25.00 per week	Third Year
Further Australian Government Assistance Available for Australian Apprentices	\$800 towards Trade Tools	The Tools For Your Trade Initiative provides assistance with the purchase of trade tools for eligible Australian Apprentices. More information is available from your Australian Apprenticeships Centre
		Australian Apprentices may be eligible for Youth Allowance (including Austudy for over 25s and ABSTUDY). More information is available from Centrelink on 13 36 33
Assistance for Australian Apprentices with a Disability		The programme provides additional assistance to eligible employers who employ a Certificate II to IV level Australian Apprentice with a disability. Assistance may include a wage support payment, tutorial, interpreter and mentor services. More information is available from your Australian Apprenticeship Centre.
Group Training Organisations – Special Completion	\$1,000	Special incentives for Group Training Organisations that support Australian Apprentices to complete a Certificate II Australian Apprenticeship

From 1st January 2006, GST is no longer payable on Australian Apprenticeships employer incentives.

If properly completed – these will be automatically processed without the GST component. There will be no net reduction in the amount an employer will receive as a result of this change.

Waiting periods – There is a three month waiting period before an employer can apply for an Australian Government Commencement Incentive for an Australian Apprentice. The Apprenticeship / Traineeship Training Contract must be formally approved. The Australian Apprentice must be still employed by the same employer and must have commenced training in accordance with the approved Training Program. The employer should submit a claim to the Australian Apprenticeship Centre at the end of the three month waiting period, and within the required time limit. Further information on waiting periods and time limits can be obtained from your Australian Apprenticeship Centre.

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TRAINING TIPS

Good Training means:

- demonstrating & explaining how jobs are done
- allowing time for the apprentice/trainee to practise
- watching, coaching, motivating and correcting
- providing variety in training where possible.

Supervision and monitoring – the workplace coach

Be active in monitoring and managing the training. Nominate a workplace supervisor and/or a coach/mentor to the apprentice/trainee.

It's a good idea to assign the apprentice/trainee to someone who will:

- take a personal interest in their development and be a good role model
- communicate well and develop a rapport
- provide feedback and progress reports.

The booklet '[So You're a Workplace Coach](#)' explains the role of workplace coach and provides useful tips.

How much supervision?

Apprentices/trainees require appropriate levels of supervision. The National Code of Good Practice outlines your responsibilities to provide appropriate levels of supervision for your apprentice/trainee.

To determine the appropriate level of supervision required consider the:

- level of training being undertaken
- industry you belong to, your workplace

- equipment & methods you use for work and training
- health and safety regulations for your workplace.

Variety in Training

Variety builds confidence and enables the apprentice/trainee to apply their skills in different situations. If your organisation is highly specialised, consider employing the apprentice/trainee through a Group Training Organisation so placements in other organisations can occur.

Encourage and correct

Provide feedback to your apprentice/trainee.

Feedback will help you:

- provide a measure of progress and success
- fine tune the apprentice's/trainee's skills
- motivate the apprentice/trainee to perform better.

Regular progress reports

Things you can do to monitor and manage include:

- contacting the RTO for feedback
- ensuring regular contact with the workplace coach or supervisor and apprentice/trainee.

Where to next?

Review and evaluate the training process. Consider:

- did the outcomes of the training fit with your reasons for training?
- what worked? what didn't work?
- what would you do differently next time?
- can the apprentice/trainee progress to the next certificate level?

CHOOSING AN RTO (USER CHOICE)

When can you deliver the training?

Does this fit with your work schedules?

How much flexibility is there with training times?

Where is the training conducted?

Can the apprentice/trainee get to this location with ease?

Can you offer all the units of competency relevant to my organisation's training needs?

Which qualification best suits your organisation and training needs?

Which units from the qualification are important for your organisation?

Who will assess the apprentice/trainee?

Who is the qualified assessor?

What role will you play in assessment?

What training do I have to provide in the workplace?

How will I do this?

Who will train and supervise?

Will production schedules, timelines and peak periods interfere with this?

How much class work will the apprentice/trainee need to complete/attend?

Is this enough?

Are there self-paced materials for the apprentice/trainee?

Can the apprentice/trainee cope with self-paced learning?

Who will monitor completion?

Do you provide a training record book for the apprentice/trainee?

How will this be used?

What is my responsibility with regard to the training record?

What progress and monitoring support do you provide?

How often would I like feedback and progress reports on my apprentice/trainee?

Will you provide me with a detailed Training Plan?

What details do I need to include in the Training Plan?

What assistance do you provide if my apprentice/trainee has problems with reading, writing or maths?

What level of reading, writing and maths is required on the job?

Does the RTO take this into account when designing the teaching and learning materials?

CHOOSING AN APPRENTICESHIP/TRAINESHIP

From the available **Building and Construction** apprenticeships/traineeships choose the one you want your apprentice to undertake. Note the duration, probationary period and conditions that apply. STPs (**available at the back of this booklet**) are examples of training plans your apprentice could complete.

Column 1	Name of apprenticeship/traineeship course
Column 2	Maximum duration on a full-time, and where available, a part-time basis*
Column 3	Minimum Workplace Training Component (hours per week) For SBATs**** and Other Australian Apprenticeships
Column 4	Relevant probationary period – full time/part time
Column 5	Whether Apprenticeship (A) or Traineeship (T) conditions apply (see Conditions below list of qualifications for an explanation under Conditions)
Column 6	State Training Wage (either A, B or C) to quote to WorkChoices Infoline for wage queries N/A (i.e. not applicable) means the apprenticeship/traineeship wage is award or industry sector based

Table 1 – Civil Construction* (BCC03)

Column 1	2	3	4	5	6
BCC20203 Certificate II in Civil Construction (Bituminous Surfacing)	24 / 36	10 / 15	30 / 91	T	B***
BCC30203 Certificate III in Civil Construction (Bituminous Surfacing)	36 / 72	10 / 15	91 / 91	T	A***
BCC30303 Certificate III in Civil Construction (Bridge Construction and Maintenance)	36 / 72	10 / 15	91 / 91	T	A***
BCC30503 Certificate III in Civil Construction (Pipe Laying)#	36 / 72	10 / 15	91 / 91	T	A***
BCC30603 Certificate III in Civil Construction (Plant Operations)#	36 / 72	10 / 15	91 / 91	T	A***
BCC30703 Certificate III in Civil Construction (Road Construction & Maintenance)#	36 / 72	10 / 15	91 / 91	T	A***
BCC30803 Certificate III in Civil Construction (Road Marking)	36 / 72	10 / 15	91 / 91	T	A***
BCC31003 Certificate III in Civil Construction (Tunnel Construction)	36 / 72	10 / 15	91 / 91	T	A***
BCC31105 Certificate III in Civil Construction (Timber Bridge Construction and Maintenance)	36 / 72	10 / 15	91 / 91	T	A***

* This does not apply where another award already provides for the traineeship.

The following units from the Training Package must not be delivered as part of these Approved Training Schemes unless the person has already obtained the relevant licence –

Unit Code	Unit Title	Relevant Licence
BCCPL3001B	Install water mains pipelines	Dogging
BCCPL3002B	Install storm water systems	Dogging
BCCPL3003B	Install sewer pipelines	Dogging
BCCPL3004B	Install precast gully pits	Dogging
BCCPL3005B	Install precast access chambers	Dogging/Rigging
BCCPO3009B	Conduct pipe laying operations	Dogging
BCCRC2006B	Install precast concrete cash barriers	Dogging/Rigging
BCCRC2007B	Install noise walls	Dogging/Rigging
BCCBM3002B	Install pre-cast girders	Dogging/Rigging
BCCBM3003B	Install pre-cast parapets	Dogging/Rigging
BCCBM3005B	Install pre-cast concrete bridge decks	Dogging/Rigging

In addition the following unit is not available for delivery as part of these Approved Training Schemes –

Unit Code	Unit Title
BCCTC3005B	Construct Portals

Table 2 – Civil Construction* (RII06)

Column 1	2	3	4	5	6
RII40106 Certificate IV in Civil Construction Operations	36 / 72	10 / 15	91 / 91	T	N/A
RII40206 Certificate IV in Civil Construction Supervision	36 / 72	10 / 15	91 / 91	T	N/A
RII40306 Certificate IV in Civil Construction Design	36 / 72	10 / 15	91 / 91	T	N/A
RII50106 Diploma of Civil Construction Management	36 / 72	10 / 15	91 / 91	T	N/A
RII50206 Diploma of Civil Construction Design	36 / 72	10 / 15	91 / 91	T	N/A
RII60106 Advanced Diploma of Civil Construction Management	36 / 72	10 / 15	91 / 91	T	N/A
RII60206 Advanced Diploma of Civil Construction Design Management	36 / 72	10 / 15	91 / 91	T	N/A

Table 3 – General Construction*

Column 1	2	3	4	5	6
BCG20198 Certificate II in General Construction	18 / 36	10 / 15	30 / 91	T	N/A
BCG30198 Certificate III in General Construction (Wall and Floor Tiling)*	48 / 72	10 / 15	91 / 91	A	N/A
BCG30298 Certificate III in General Construction (Wall and Ceiling Lining)*	48 / 72	10 / 15	91 / 91	A	N/A
BCG30398 Certificate III in General Construction (Solid Plastering)*	48 / 72	10 / 15	91 / 91	A	N/A
BCG30498 Certificate III in General Construction (Painting and Decorating)*	48 / 72	10 / 15	91 / 91	A	N/A
BCG30698 Certificate III in General Construction (Bricklaying/Blocklaying)*	36 / 72	10 / 15	91 / 91	A	N/A
BCG30798 Certificate III in General Construction (Carpentry – Framework / Formwork / Finishing)*	48 / 72	10 / 15	91 / 91	A	N/A
BCG30898 Certificate III in General Construction (Roof Tiling)*	36 / 72	10 / 15	91 / 91	A	N/A

Credit applies for the completion of the approved pre-employment programs listed below

Trade	Pre-Apprenticeship Certificate	Apprenticeship Qualification	Reduction in nominal duration of apprenticeship training contract
Bricklaying	21393VIC Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship	BCG30698 Certificate III in General Construction (Bricklaying/Blocklaying)	6 months
Carpentry	21393VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship	BCG30798 Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing)	6 months
Joinery	21533VIC Certificate II in Carpentry and joinery (Joinery, Stair building, Shopfitting)	BCF30200 Certificate III in Off-Site Construction (Joinery – timber/aluminium/glass) BCF30300 Certificate III in Off-Site Construction (Stairs) BCF30100 Certificate III in Off-Site Construction (Shopfitting)	6 months
Painting & Decorating	21393VIC Certificate II in Building and Construction (Painting & Decorating) Pre-apprenticeship	BCG30498 Certificate III in General Construction (Painting and Decorating)	6 months
Tile Laying	21393VIC Certificate II in Building and Construction (Wall and Floor Tiling) Pre-apprenticeship	BCG30198 Certificate III in General Construction (Wall and Floor Tiling)	6 months
Fibrous Plastering	21393VIC Certificate II in Building and Construction (Wall and Ceiling Lining) Pre-apprenticeship	BCG30298 Certificate III in General Construction (Wall and Ceiling Lining)	6 months

Table 4 – Off-Site Construction

Column 1	2	3	4	5	6
BCF10100 Certificate I in Construction	12 / 36	10 / 15	30 / 91	T	N/A
BCF20100 Certificate II in Off-Site Construction	18 / 36	10 / 15	30 / 91	T	N/A
BCF30100 Certificate III in Off-Site Construction (Shopfitting)	48 / 72	10 / 15	91 / 91	A	N/A
BCF30200 Certificate III in Off-Site Construction (Joinery – Timber/Aluminium/Glass)	48 / 72	10 / 15	91 / 91	A	N/A
BCF30300 Certificate III in Off-Site Construction (Stairs)	48 / 72	10 / 15	91 / 91	A	N/A
BCF30400 Certificate III in Off-Site Construction (Pre-Fabrication)	48 / 72	10 / 15	91 / 91	A	N/A
BCF30500 Certificate III in Off-Site Construction (Machining)	48 / 72	10 / 15	91 / 91	A	N/A
BCF30600 Certificate III in Stonemasonry (Monumental / Installation)	48 / 72	10 / 15	91 / 91	A	N/A
BCF30700 Certificate III in Off-Site Construction (Sign Writing/Computer Operations)	48 / 72	10 / 15	91 / 91	A	N/A
BCF30900 Certificate III in Off-Site Construction (Neon Manufacture)	48 / 72	10 / 15	91 / 91	A	N/A

Table 5 – Plumbing and Services

Column 1	2	3	4	5	6
BCP30103 Certificate III in Plumbing	48**/72	10 / 15	91/91	A	N/A
BCP30503 Certificate III in Fire Protection	48**/72	10 / 15	91/91	A	N/A

Table 6 – Non-Training Package courses

Column 1	2	3	4	5	6
21125VIC Certificate III in Roof Tiling and Slating	36 / 72	10 / 15	91 / 91	A	N/A
21686VIC Certificate IV in Drafting (Air Conditioning and Mechanical Services)	48 / 72	10 / 15	91 / 91	T	N/A
21604VIC Certificate III in Fibrous Plastering (Shopwork)	48 / 72	10 / 15	91 / 91	A	N/A

*Part time apprenticeships/traineeships are available only where appropriate industrial relations arrangements are in place.

If the employer is respondent to a federal award, call the WorkChoices Infoline on 1300 363 264 to check that appropriate industrial arrangements are in place for the apprenticeship/traineeship.

**Maximum durations assume that the apprentice/trainee has not gained a lower level qualification prior to entering the training contract. For example: If a full time apprentice/trainee entered a Certificate III after gaining a Certificate II, then the duration of the training contract would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated into the Training Contract signed by the apprentice/trainee, employer and RTO.

***Trainees undertaking an AQF IV traineeship shall receive the relevant weekly wage rate for the AQF III trainees at Wage Levels A, B or C as applicable with the addition of 3.8 per cent of that wage rate.

****SBAT means Integrated School Based Apprenticeship and Traineeship

Conditions

Apprenticeships

- The apprentice and employer must both agree to cancel the training contract. They must also mutually agree to change the provisions of the training contract.
- If the employer and apprentice are unable to agree mutually on suspension or cancellation, the permission of the Office of Training and Tertiary Education (OTTE) is required to suspend or cancel the training contract. Permission is dependent on the employer's circumstances. If the training contract is cancelled, a Group Training Organisation may assist with the continuing employment of the apprentice.
- If the apprentice wants to leave the apprenticeship but the employer does not agree, or the apprentice alleges unfair dismissal, OTTE may hold a hearing to resolve the dispute. An OTTE delegate then decides how the disagreement should be resolved.
- If the business an apprentice is working for is sold, the apprenticeship is considered part of the business and **must** be continued by the new employer.

Traineeships

- The apprentice/trainee or employer can cancel the training contract by giving notice in accordance with the relevant award or employment agreement.
- If the employer has a lack of business, the employer can suspend or cancel a training contract. In these circumstances, a Group Training Organisation may assist with the continuing employment of the apprentice.
- If the apprentice wants to leave the traineeship but the employer does not agree, or the apprentice alleges unfair dismissal, contact WorkChoices

Infoline on 1300 363 264. OTTE cannot hold a hearing to resolve these disputes.

- If the business an apprentice is working for is sold, the new owner does not have to continue the traineeship.

Duration

The duration of an apprenticeship/traineeship can be varied by agreement between the apprentice/trainee and employer. This can be done at any time during the apprenticeship/traineeship.

Probation

During the probationary period, a training contract can be cancelled by either the employer or apprentice/trainee by giving notice under the relevant award or employment agreement.

Downturn of Business

If you have been getting less business, you can ask your apprentice/trainee to work fewer days a week until business picks up. The apprentice's/trainee's wages may be adjusted accordingly. You must continue to pay the apprentice/trainee for off-the-job training attendance. However a minimum of 15 hours per week of employment and/or training must be provided

If you cannot afford to keep your apprentice, refer to the conditions applying to the apprenticeship in the CONDITIONS section.

Sale of Business

If you sell your business, refer to the conditions applying to the apprenticeship in the CONDITIONS section.

RELATED OCCUPATIONS

Building and Construction Apprenticeships/Traineeships	Related Occupations
Certificate II in Civil Construction (Bituminous Surfacing)	Asphalt Worker Slurry Worker Spray Seal Worker
Certificate III in Civil Construction (Bituminous Surfacing))	Asphalt Sprayed Operator Sealing Operator Slurry Operator
Certificate III in Civil Construction (Bridge/ Construction & Maintenance)	Bridge Construction Worker
Certificate III in Civil Construction (Pipe Laying)	Plumber Pipe Layer
Certificate III in Civil Construction (Plant Operations)	Back Hoe Operator Dozer Operator Front End Loader Operator Pipelayer Operator
Certificate III in Civil Construction (Road Construction & Maintenance)	Road Construction Worker Road Maintenance Worker
Certificate III in Civil Construction (Road Marking)	Road Marking
Certificate III in Civil Construction (Tunnel Construction)	Tunnel Construction Worker
Certificate II in General Construction	Construction Hand
Certificate III in General Construction (Wall and Floor Tiling)	Wall and Floor Tiler
Certificate III in General Construction (Wall and Ceiling Lining)	Fibrous Plasterer (Trade)
Certificate III in General Construction (Solid Plastering)	Solid Plasterer (Trade)
Certificate III in General Construction (Painting and Decorating)	Painter and Decorator
Certificate III in General Construction (Bricklaying / Blocklaying)	Bricklayer
Certificate III in General Construction (Carpentry – Framework/Formwork/Finishing)	Carpenter Carpenter and Joiner
Certificate III in General Construction (Roof Tiling)	Roof Tiler and Slater
Certificate II in Off-Site Construction	Assembler Machinist Materials Handling Assistant
Certificate III in Off-Site Construction (Shopfitting)	Shopfitter
Certificate III in Off-Site Construction (Joinery – Timber/Aluminium/Glass)	Joiner
Certificate III in Off-Site Construction (Stairs)	Joiner (Stairs)
Certificate III in Off-Site Construction (Pre-Fabrication)	Pre-Fabrication Tradesperson
Certificate III in Off-Site Construction (Machining)	Wood Machining Tradesperson
Certificate III in Stonemasonry (Monumental / Installation)	Stonemason/Installation Tradesperson
Certificate III in Off-Site Construction (Sign Writing/ Computer Operations)	Sign Writer
Certificate III in Off-Site Construction (Neon Manufacture)	Neon Sign Maker
Certificate III in Plumbing	Plumber Drainer
Certificate III in Fire Protection	Plumber – Fire Protection

REGISTERED TRAINING ORGANISATIONS

To access details of registered training organisations offering training for apprenticeships and traineeships, go to:

<http://gftp.otte.vic.gov.au/gftp/tims/attp/applications/search.asp>

or

<http://www.ntis.gov.au>

Choose an RTO to enrol your apprentice with from these databases. If your chosen RTO is not on the website list, it is unlikely that government funded training is available. Training could be conducted under fee for service arrangements. Alternatively you may wish to select another RTO who can provide government funded training for your apprentice/trainee.

Or apply for your business to become an RTO by calling (03) 9637 2762.

SAMPLE TRAINING PROGRAMS

Some typical sample training programs (STPs) for qualifications in this industry are shown below. They are examples only as most qualifications contain a mixture of core (compulsory) and elective competencies. Your training plan should fully detail all competencies to be delivered and detail the assessment arrangement.

<p align="center">CERTIFICATE II IN CIVIL CONSTRUCTION (BITUMINOUS SURFACING)</p> <p>Appropriate for a person working as a Paving and Surfacing assistant in the Civil Construction industry</p> <p align="center">Core Units</p> <p>Follow OH&S policies and procedures Conduct workplace communication Plan and organise work Carry out measurements and calculations Handle construction materials and safely dispose of non-toxic materials Use civil construction hand and power tools Use small plant and equipment Read and interpret plans and specifications Conduct tack coat spraying operations Spread and compact materials manually Control traffic with a stop-slow bat Safely handle bituminous materials</p> <p align="center">Elective Units</p> <p>Hand spread asphalt Conduct pavement sweeping operations Take samples of materials used in road surfacing Conduct paver screeding operations</p>	<p align="center">CERTIFICATE III IN CIVIL CONSTRUCTION (BITUMINOUS SURFACING)</p> <p>Appropriate for a person working as a Paving and Surfacing operator in the Civil Construction industry</p> <p align="center">Core Units</p> <p>Follow OH&S policies and procedures Conduct workplace communication Plan and organise work Carry out measurements and calculations Handle construction materials and safely dispose of non-toxic materials Use civil construction hand and power tools Use small plant and equipment Read and interpret plans and specifications Spread and compact materials manually Control traffic with a stop-slow bat Implement traffic management plan Maintain site records Hand spread asphalt Safely handle bituminous materials Take samples of materials used in road surfacing</p> <p align="center">Elective Units</p> <p>Carry out site based risk control processes Conduct tack coat spraying operations Conduct pavement sweeping operations Conduct road maintenance operations Conduct paver screeding operations Conduct materials transfer vehicle operations Compact asphalt with rollers Conduct asphalt paver operations Conduct patching operations Participate in work teams</p>	<p align="center">CERTIFICATE III IN CIVIL CONSTRUCTION (PIPE LAYING)</p> <p>Appropriate for a person working as a Pipe Laying worker in the Civil Construction industry</p> <p align="center">Core Units</p> <p>Follow OH&S policies and procedures Conduct workplace communication Plan and organise work Carry out measurements and calculations Handle construction materials and safely dispose of non-toxic materials Use civil construction hand and power tools Use small plant and equipment Read and interpret plans and specifications Drain and dewater site Carry out manual excavation Support plant operations Spread and compact materials manually Carry out basic levelling Work in confined spaces Install trench support Control traffic with a stop-slow bat Identify, locate and protect underground services Implement traffic management plan Lay pipes</p> <p align="center">Elective Units</p> <p>Erect and dismantle temporary fencing and gates Control construction site water table Carry out site based risk control processes Construct and lay pipelines (gas) Maintain drainage systems Install sub-soil drainage</p> <p>The following units from the Training Package must not be delivered as part of these Approved Training Schemes unless the person has already obtained the relevant licence</p> <p>Install water mains pipelines Install storm water systems Install sewer pipelines Install precast gully pits Install precast access chambers Conduct pipe laying operations Install precast concrete cash barriers Install noise walls Install pre-cast girders Install pre-cast parapets Install pre-cast concrete bridge decks</p> <p>In addition the following unit is not available for delivery as part of these Approved Training Schemes</p> <p>Construct Portals</p>
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<p>CERTIFICATE III IN CIVIL CONSTRUCTION (PLANT OPERATIONS) Appropriate for a person working as a Mobile Plant operator in the Civil Construction industry</p> <p>Core Units Follow OH&S policies and procedures Conduct workplace communication Plan and organise work Carry out measurements and calculations Handle construction materials and safely dispose of non-toxic materials Use civil construction hand and power tools Use small plant and equipment Read and interpret plans and specifications Drain and dewater site Carry out manual excavation Support plant operations Spread and compact materials manually Carry out basic levelling Control traffic with a stop-slow bat Identify, locate and protect underground services</p> <p>Elective Units Work in confined spaces Install trench support Erect and dismantle temporary fencing and gates Carry out site based risk control processes Conduct excavator operations Conduct integrated tool carrier operations Conduct tractor operations</p> <p>The following units from the Training Package must not be delivered as part of these Approved Training Schemes unless the person has already obtained the relevant licence Install water mains pipelines Install storm water systems Install sewer pipelines Install precast gully pits Install precast access chambers Conduct pipe laying operations Install precast concrete cash barriers Install noise walls Install pre-cast girders Install pre-cast parapets Install pre-cast concrete bridge decks In addition the following unit is not available for delivery as part of these Approved Training Schemes Construct Portals</p>	<p>CERTIFICATE III IN CIVIL CONSTRUCTION (ROAD CONSTRUCTION AND MAINTENANCE) Appropriate for a person working as a Road Construction and Maintenance worker in the Civil Construction industry</p> <p>Core Units Follow OH&S policies and procedures Conduct workplace communication Plan and organise work Carry out measurements and calculations Handle construction materials and safely dispose of non-toxic materials Use civil construction hand and power tools Use small plant and equipment Read and interpret plans and specifications Drain and dewater site Carry out manual excavation Support plant operations Spread and compact materials manually Carry out basic levelling Work in confined spaces Implement traffic management plan Identify, locate and protect underground services Repair potholes</p> <p>Elective Units Install sub-soil drainage Install and maintain roadside fixtures Place and form concrete kerb, channel and fixtures Maintain sealed roads Conduct earthworks Conduct road pavement construction Hand spread asphalt Conduct profile planer operations</p> <p>The following units from the Training Package must not be delivered as part of these Approved Training Schemes unless the person has already obtained the relevant licence Install water mains pipelines Install storm water systems Install sewer pipelines Install precast gully pits Install precast access chambers Conduct pipe laying operations Install precast concrete cash barriers Install noise walls Install pre-cast girders Install pre-cast parapets Install pre-cast concrete bridge decks In addition the following unit is not available for delivery as part of these Approved Training Schemes Construct Portals</p>	<p>CERTIFICATE III IN CIVIL CONSTRUCTION (ROAD MARKING) Appropriate for a person working as a Road marking operator in the Civil Construction industry</p> <p>Core Units Follow OH&S policies and procedures Conduct workplace communication Plan and organise work Carry out measurements and calculations Handle construction materials and safely dispose of non-toxic materials Use civil construction hand and power tools Use small plant and equipment Read and interpret plans and specifications Control traffic with a stop-slow bat Implement traffic management plan Handle and store road marking materials Prepare surface for road marking</p> <p>Elective Units Support plant operations Carry out basic levelling Carry out site based risk control processes Conduct pedestrian road marking operations Conduct road marking measuring operations Conduct airless and atomised spraying operations Install raised pavement markers Conduct ride on road marking operations Conduct long line road marking operations Conduct thermo plastic road marking operations</p>
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<p>CERTIFICATE III IN CIVIL CONSTRUCTION (TUNNEL CONSTRUCTION) Suitable for a tunnel constructor in the Civil Construction industry.</p> <p>Core Units Follow OH&S policies and procedures Conduct workplace communication Plan and organise work Carry out measurements and calculations Handle construction materials and safely dispose of non-toxic materials Use civil construction hand and power tools Use small plant and equipment Read an interpret plans and specifications Drain and dewater site Carry out manual excavation Support plant operations Carry out basic levelling Spread and compact materials manually Work in confined spaces Identify, locate and protect underground services Install sub-soil drainage</p> <p>Elective Units Carry out site based risk control processes Maintain drainage systems Install tunnelling construction services Line tunnel Excavate tunnel by machine Muck out tunnel earthworks Repair potholes Install permanent and temporary rock anchors Install primary ground support</p>	<p>CERTIFICATE II IN GENERAL CONSTRUCTION To obtain this qualification all core competencies plus a minimum of three elective competencies must be achieved.</p> <p>Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Carry out excavation and install support Carry out concreting to simple forms Handle construction materials and safely dispose of waste Prepare surfaces Carry out general demolition Carry out levelling Operate elevated work platforms (EWP)</p> <p>Elective Units Prepare for construction process (wall and floor tiling) Prepare for construction process (solid plastering) Prepare for construction process (dry wall plastering) Prepare for construction process (brick/block laying) Prepare for construction process (carpentry) Prepare for construction process (demolition) Prepare for construction process (steelwork) Prepare for construction process (painting and decorating) Assemble simple partition frames Oxy/LPG acetylene cutting Erect and strip formwork for concrete work Carry out steelfixing Use explosive power tools (EPT) Carry out concrete work Remove/replace door and window furniture Use static machines Make set-outs</p>	<p>CERTIFICATE III IN GENERAL CONSTRUCTION (WALL AND FLOOR TILING) To obtain this qualification all core competencies plus a minimum of two elective competencies must be achieved.</p> <p>Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Carry out concreting to simple forms Handle construction materials and safely dispose of waste Prepare for construction process (wall and floor tiling) Prepare surfaces Carry out general demolition Carry out levelling Operate elevated work platforms (EWP) Lay and repair wall and floor tiling Tile corners Tile curved surfaces Apply waterproofing for wall and floor tiling</p> <p>Elective Units – 2 of the following Carry out decorative mosaic tiling Tile pools and spas Install mobile floor and wall / column tiling</p>
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<p>CERTIFICATE III IN GENERAL CONSTRUCTION (WALL AND CEILING LINING)</p> <p>To obtain this qualification all core competencies plus a minimum of two elective competencies must be achieved.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Handle construction materials and safely dispose of waste Prepare for construction process (dry wall plastering) Assemble simple partition frames Prepare surfaces Carry out general demolition Carry out levelling Operate elevated work platforms (EWP) Construct and install non-load bearing internal partition wall Install framed ceilings (sheet and boards) Install plasterboard, plasterglass, fibre cement / cornice to wall / ceiling Carry out fireated wall and ceiling construction Install suspended ceiling (tiles, panels and strips) <p>Elective Units – 2 of the following</p> <ul style="list-style-type: none"> Construct wet area construction / installation Install pre-cast decorative mouldings Install cast plaster blockwork Install acoustic and thermal insulation 	<p>CERTIFICATE III IN GENERAL CONSTRUCTION (SOLID PLASTERING)</p> <p>To obtain this qualification all core competencies plus a minimum of two elective competencies must be achieved.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Carry out concreting to simple forms Handle construction materials and safely dispose of waste Prepare for construction process (solid plastering) Prepare surfaces Carry out general demolition Carry out levelling Operate elevated work platforms (EWP) Apply float and set coats for hard plaster – flat surfaces Apply solid render Restore and renovate solid plasterwork <p>Elective Units – 2 of the following</p> <ul style="list-style-type: none"> Install pre-cast decorative mouldings Install cast plaster blockwork Construct plaster mouldings Carry out conite construction 	<p>CERTIFICATE III IN GENERAL CONSTRUCTION (PAINTING AND DECORATING)</p> <p>To obtain this qualification all core competencies plus a minimum of two elective competencies must be achieved.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Handle construction materials and safely dispose of waste Prepare surfaces Operate elevated work platform (EWP) Prepare surfaces for painting and decorating Apply decorative finishes Apply paint by spray Apply texture coatings Apply paint by brush / roller Match specified paint colour Apply clear timber finish Apply wallpaper <p>Elective Units – 2 of the following</p> <ul style="list-style-type: none"> Replace glass Prepare for construction process (painting and decorating) Remove / replace door and window furniture Apply solid render Apply industrial protective coatings
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<p>CERTIFICATE III IN GENERAL CONSTRUCTION (BRICKLAYING / BLOCKLAYING)</p> <p>To obtain this qualification all core competencies plus a minimum of two elective competencies must be achieved.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Carry out concreting to simple forms Handle construction materials and safely dispose of waste Prepare for construction process (brick/block laying) Prepare surfaces Carry out general demolition Carry out levelling Operate elevated work platforms (EWP) Use explosive power tools (EPT) Carry out basic setting out Install door frames Carry out veneer construction Carry out solid brick construction Construct masonry steps and stairs Lay bricks and blocks (wall and corner) Lay multi thickness walls and piers Construct masonry arch – semi circular and segmental Construct curved wall Construct masonry blockwork <p>Elective Units – 2 of the following</p> <ul style="list-style-type: none"> Install glass blockwork Construct corbels and decorative brickwork Construct battered masonry surfaces Construct fireplace and chimney Lay segmental / unit paving 	<p>CERTIFICATE III IN GENERAL CONSTRUCTION (CARPENTRY – FRAMEWORK / FORMWORK / FINISHING)</p> <p>To obtain this qualification all core competencies plus a minimum of two elective competencies must be achieved.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Carry out concreting to simple forms Handle construction materials and safely dispose of waste Prepare for construction process (carpentry) Prepare surfaces Carry out general demolition Carry out levelling Erect and strip formwork for concrete work Operate elevated work platforms (EWP) Use explosive power tools (EPT) Remove / replace door and window furniture Construct and install non-load bearing internal partition wall Install windows to wall framing Carry out basic setting out Construct and erect timber wall framing Erect timber pitched roof framing Install sub floor framing Install timber and sheet flooring Install door frames Finish eaves Install exterior cladding Construct timber external stairs Install external and internal doors Construct wet area construction / installation Fix timber mouldings Erect door jamb / frame (built-in unit) Fix linings and panelling <p>Elective Units – 2 of the following</p> <ul style="list-style-type: none"> Erect timber roof trusses Erect steel roof trusses Construct and erect steel wall framing Construct timber roof structures – irregular roofs Install fitments Fix timber raking moulds Restore / renovate windows and frames Erect / dismantle formwork Erect / dismantle jump form formwork Erect ceiling framing (pitched roof) Erect / dismantle slip form formwork 	<p>CERTIFICATE III IN GENERAL CONSTRUCTION (ROOF TILING)</p> <p>To obtain this qualification all core competencies plus a minimum of two elective competencies must be achieved.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect & dismantle restricted height scaffolding Use simple levelling devices Handle construction materials and safely dispose of waste Prepare for construction process (carpentry) Prepare surfaces Carry out general demolition Operate elevated work platforms (EWP) Tile a regular roof Tile an irregular roof Repair and restore tile roofs <p>Elective Units – 2 of the following</p> <ul style="list-style-type: none"> Slate a roof Carry out restoration of heritage roof tiling Fix shingles – roofs and facades Erect and dismantle scaffolding - basic
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<p>CERTIFICATE I IN OFF-SITE CONSTRUCTION Appropriate for a person completing a Vocational Education Training in Schools program. Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Use simple levelling devices Handle construction materials and safe disposal of waste</p> <p>To achieve this qualification under Vocational Education Training in Schools program. All nine core competency standards must be achieved.</p>	<p>CERTIFICATE II IN OFF-SITE CONSTRUCTION Appropriate for a person commencing a career and working in Assembly, Machining or Materials handling. Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Use simple levelling devices Handle construction materials and safely dispose of waste Use static machines Package manufactured products for transport Assemble components Prepare for off-site manufacturing process Selected Elective Units for Assembly Stream Apply and install sealant and sealant devices Prepare for construction process (painting and decorating) Assemble simple partition frames Remove/replace door and window furniture Selected Elective Units for Machining Carry out load slinging of off-site materials Maintain inventory and control stock Use computers Use aluminium sections for fabrication Selected Elective Units for Materials Handling Move sheet glass by hand Erect and dismantle restricted height scaffolding Undertake dogging Operate a forklift</p> <p>To achieve Certificate II in Off-site Construction (Assembly/Machining/Materials Handling) all core standards and four electives must be selected, with a minimum of one being taken from the 1000 series.</p>	<p>CERTIFICATE III IN OFF-SITE CONSTRUCTION (SHOPFITTING) Appropriate for a qualified tradesperson working in Shopfitting. Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Use simple levelling devices Handle construction materials and safe disposal of waste Assemble simple partition frames Prepare surfaces Carry out levelling Remove/replace door and window furniture Make set-outs Measure with graduated devices Use static machines Maintain inventory and control stock Package manufactured products for transport Assemble components Manually cut glass to simple shapes Use aluminium sections for fabrication Prepare for off-site manufacturing process Apply and install sealant and sealant devices Maintain static machinery Set up static machinery Setting out cabinets, showcases, wall units, counters and work stations Assemble cabinets, showcases, wall units, counters and work stations Set out shopfronts, commercial entries, bulkheads and component fittings Fabricate shopfronts, commercial entries, bulkheads, including component fittings Assemble/install shopfront, commercial entries, bulkheads and components Apply finishes Shift materials manually Set out and level Apply and trim decorative finishes Cut and install glass Mark off/out Selected Elective Units Carry out load slinging of off-site materials Identify window and door construction Setting out of windows and doors Manufacture components for door and window frames, doors and sashes Assemble (door/windows) Prepare aluminium for assembly Assemble aluminium framework Use explosive power tools</p> <p>To achieve Certificate III in Off-Site Construction (Shopfitting), all core standards and 8 electives shall be chosen, with a maximum of 1 from the 1000 series and maximum of 2 from the 2000 series.</p>
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<p>CERTIFICATE III IN OFF-SITE CONSTRUCTION (JOINERY - TIMBER/ALUMINIUM/GLASS) Appropriate for a qualified tradesperson working in a joinery workshop.</p> <p>Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Use simple levelling devices Handle construction materials and safe disposal of waste Assemble simple partition frames Prepare surfaces Carry out levelling Remove/replace door and window furniture Make set-outs Measure with graduated devices Use static machines Maintain inventory and control stock Package manufactured products for transport Assemble components Manually cut glass to simple shapes Prepare for off-site manufacturing process Apply and install sealants and sealant devices Maintain static machinery Set up static machinery Identify window and door construction Setting out of windows and doors Manufacture components for door and window frames, doors and sashes Assemble (door/windows) Install internal lining Shift materials manually Set out and level Apply and trim decorative finishes Cut and install glass Mark off/out Manufacture joinery unit components</p> <p>Selected Elective Units Carry out load slinging of off-site materials Use computers Use computer controlled machinery Identify stair construction and the factors governing stair design Set out stairs Manufacture stair components - straight flighted stairs Assemble and install stairs Prepare for construction process (carpentry)</p> <p>To achieve Certificate III in Off-Site Construction (Joinery - Timber/Aluminium/Glass), all core standards and 8 electives shall be chosen, with a maximum of 1 from the 1000 series and a maximum of 2 from the 2000 series.</p>	<p>CERTIFICATE III IN OFF-SITE CONSTRUCTION (STAIRS) Appropriate for a qualified tradesperson working in stair construction.</p> <p>Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Use simple levelling devices Handle construction materials and safe disposal of waste Assemble simple partition frames Prepare surfaces Carry out levelling Make set-outs Measure with graduated devices Use static machines Maintain inventory and control stock Package manufactured products for transport Assemble components Prepare for off-site manufacturing process Maintain static machinery Set up static machinery Identify stair construction and the factors governing stair design Set out stairs Manufacture stair components - straight flighted stairs Assemble and install stairs Manufacture and install continuous hand-railing and special stair components Shift materials manually Set out and level Manufacture stair components - curved and geometric stairs Mark off/out</p> <p>Selected Elective Units Use computers Use computer controlled machinery Apply and trim decorative finishes Erect and dismantle restricted height scaffolding Prepare for construction process (carpentry) Assemble fabricated components</p> <p>To achieve Certificate III in Off-Site Construction (Stairs), all core and 6 electives shall be chosen, with a maximum of 1 from the 1000 series and a maximum of 2 from the 2000 series.</p>	<p>CERTIFICATE III IN OFF-SITE CONSTRUCTION (PRE-FABRICATION) Appropriate for a qualified tradesperson working building pre-fabricated buildings.</p> <p>Core Units Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Use simple levelling devices Handle construction materials and safely dispose of waste Assemble simple partition frames Prepare surfaces Carry out levelling Remove/replace door and window furniture Make set-outs Measure with graduated devices Use static machines Maintain inventory and control stock Package manufactured products for transport Assemble components Prepare for off-site manufacturing process Install internal lining Shift materials manually Set out and level Apply and trim decorative finishes Mark off/out Manufacture re-locatable buildings - framing Manufacture re-locatable buildings - finishing Cut material manually</p> <p>Selected Elective Units Use aluminium sections for fabrication Maintain static machinery Set up static machinery Prepare aluminium for assembly Assemble aluminium framework Prepare for construction process (carpentry)</p> <p>To achieve Certificate III in Off-Site Construction (Prefabrication), all core and 6 electives shall be chosen, with a maximum of 1 from the 1000 series and a maximum of 2 from the 2000 series.</p>
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<p>CERTIFICATE III IN OFF-SITE CONSTRUCTION (MACHINING) Appropriate for a qualified tradesperson working as a wood/aluminium machinist.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Use simple levelling devices Handle construction materials and safely dispose of waste Prepare surfaces Make set-outs Measure with graduated devices Use static machines Maintain inventory and control stock Package manufactured products for transport Prepare for off-site manufacturing process Maintain static machinery Set up static machinery Use computer controlled machinery Manufacture components for door and window frames, doors and sashes Shift materials manually Mark off/out <p>Selected Elective Units</p> <ul style="list-style-type: none"> Carry out load slinging of off-site materials Use computers Use aluminium sections for fabrication Fabricate shopfronts, commercial entries, bulkheads, including component fittings Apply and trim decorative finishes <p>To achieve Certificate III in Off-Site Construction (Machining) all core and 5 electives shall be chosen.</p>	<p>CERTIFICATE III IN STONEMASONRY (MONUMENTAL/INSTALLATION) Appropriate for a qualified tradesperson working as a stonemason.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Carry out excavation and install support Carry out concreting to simple forms Handle construction materials and safely dispose of waste Prepare surfaces Carry out levelling Make set-outs Carry out basic setting out Carry out profile work Machine stone Prepare for construction process (stonemasonry) Identify and use stone products Use static machines Finish stone Carry out load slinging of off-site materials Maintain inventory and control stock Package manufactured products for transport Lay stone Dress and mould stone Shift materials manually Shape solid stone Split stone manually Dress stone manually Styles of architecture <p>Selected Elective Units</p> <ul style="list-style-type: none"> Inlay lead to stone Set out and cut letters in stone Plan monumental construction Cavity and solid construction Build stone veneer walls Carry out cemetery monument fixing Set and anchor stone facades Produce reconstituted stone Apply gilding to stone <p>To achieve Certificate III in Stonemasonry, all core and 9 electives shall be chosen a maximum of 2 from the 2000 series.</p>	<p>CERTIFICATE III IN OFF-SITE CONSTRUCTION (SIGN WRITING/COMPUTER OPERATIONS) Appropriate for a qualified tradesperson as a sign writer.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans Carry out measurements and calculations Use hand and power tools Use small plant and equipment Erect and dismantle restricted height scaffolding Use simple levelling devices Handle construction materials and safely dispose of waste Prepare surfaces Make set-outs Measure with graduated devices Use static machines Measure with graduated devices Layout signs Use colour matching for sign writing Sign write to simple forms Sign write to decorative forms Apply graphics using pressure sensitive films Apply graphics to illuminated signfaces Produce C.A.M. signs - vinyl Produce C.A.M. signs - digital Produce C.A.M. signs - 3 dimensional <p>Selected Elective Units</p> <ul style="list-style-type: none"> Apply gilding to signs Apply line and scroll Write tickets and showcards Apply water gilding - glass Screen print Hand render pictorials <p>To achieve Certificate III in Off-site Construction (Sign Writing/Computer Operation) all core and 6 out of 15 electives from the 2000/3000 series must be chosen.</p>
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<p>CERTIFICATE III IN OFF-SITE CONSTRUCTION (NEON MANUFACTURE) Appropriate for a qualified tradesperson working manufacturing neon signs.</p> <p>Core Units</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Plan and organise work Read and interpret plans <p>Carry out measurements and calculations</p> <ul style="list-style-type: none"> Use hand and power tools Use small plant and equipment <p>Erect and dismantle restricted height scaffolding</p> <ul style="list-style-type: none"> Use simple levelling devices <p>Carry out excavation and install support</p> <p>Handle construction materials and safely dispose of waste</p> <ul style="list-style-type: none"> Prepare surfaces Carry out levelling <p>Measure with graduated devices</p> <p>Undertake fabrication, forming, bending and shaping</p> <ul style="list-style-type: none"> Layout signs Construct a sign Install signs Sign site survey Mould plastic formed signs Deliver and install signs <p>Manufacture gas charged glass formed illuminated signs</p> <ul style="list-style-type: none"> Fabricate plastic signs <p>Selected Elective Units</p> <ul style="list-style-type: none"> Use colour matching for sign writing Apply graphics using pressure sensitive films Apply graphics to illuminated signfaces Produce C.A.M. signs - digital Produce C.A.M. signs - 3 dimensional Assemble fabricated components <p>To achieve Certificate III in Off-Site Construction (Neon Manufacture) all core and 6 electives must be chosen.</p>	<p>CERTIFICATE III IN PLUMBING Appropriate for a person working in the plumbing industry within the industry sectors Water, Sanitary, Roofing and Gas Fitting.</p> <p>Water Requirements 24 Core units 6 – Elective units</p> <ul style="list-style-type: none"> Work effectively in the plumbing and services sector Carry out interactive workplace communication Carry out OH&S requirements Read plans and calculate plumbing quantities Handle and store plumbing materials Use plumbing hand and power tools Carry out levelling Mark out materials Apply first aid in the workplace Weld using oxy-acetylene equipment Weld using arc welding equipment Flash penetrations through roofs and walls Weld polyethylene (PE) pipe using fusion method Fabricate and install non-ferrous pressure piping Fabricate and install fire hydrant and hose reel systems Install domestic and residential life safety sprinkler systems Work safely on roofs Set out and install water services Install and adjust water service controls and devices Install and commission water heating systems Install water pump sets Fit off and commission hot and cold water services Connect irrigation systems from drinking water supply Carry out concreting to simple forms Install domestic water treatment equipment Install water service Design domestic urban irrigation systems Set out, install and commission irrigation systems Install and commission domestic irrigation pumps <p>Sanitary Requirements 6 Core units – 4 Elective units</p> <ul style="list-style-type: none"> Cut and join sheet metal (elective in WT, core in RF, core in GS) Plan the layout for a residential sanitary plumbing system Install discharge pipes Fabricate and install sanitary stacks Install and fit off sanitary fixtures Install pre-treatment facilities Install sewerage pump sets Cut with oxy-LPG acetylene (elective in WT, RF, GS) Locate and clear blockages Install trench support (elective in SN, GS) <p>Roofing Requirements 9 Core units – 4 Elective units</p> <p><i>Note: 1 core unit and 2 elective units completed in Sanitary stream</i></p> <ul style="list-style-type: none"> Select and install roof sheeting and wall cladding Collect and store roof water Receive roofing materials Fabricate and install roof drainage components Fabricate and install external flashings Install roof components <p><i>(continues above right)</i></p>	<p>CERTIFICATE III IN PLUMBING (CONTINUED)</p> <ul style="list-style-type: none"> Install roof coverings to curved roof structures Install composite roof systems Fabricate roof coverings for curved structures * Erected and dismantle height scaffolding <p>Gas Services Requirements Core units – 5 Elective units</p> <p><i>Note: 1 core and 2 electives completed in Sanitary stream</i></p> <ul style="list-style-type: none"> Install gas piping systems Size consumer piping systems Install and commission Type A gas appliances Install LP gas storage of aggregate storage capacity up to 500 litres Install LP gas systems in caravans/mobile homes, watercraft and mobile work places Install gas detection devices Install gas pressure control equipment Install a Type A appliance flue Purge consumer piping Disconnect and reconnect Type A appliances Calculate and install natural ventilation for Type A gas appliances Install LP gas storage of aggregate capacity exceeding 500 litres and less than KL Install a Type B appliance flue Maintain Type A gas appliances <p>* These units are not the industry preferred electives in the roofing stream for this qualification. The preferred electives are BCGCM200B Erect and dismantle restricted height scaffolding (40 hours) and BCGCM3001B Operate elevated work platforms (32 hours). These units are currently unavailable for selection in Victoria due to occupational licensing issues in the General Construction sector. The Purchasing Guide and the sample training program will be updated once the units become available.</p>
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CERTIFICATE III IN PLUMBING

Appropriate for a person working in the plumbing industry within the industry sectors Water, Drainage, Sanitary, Roofing and Gas Fitting.

Water – Requirements 24 Core units - 6 Elective units.

- Work effectively in the plumbing and services sector
- Carry out interactive workplace communication
- Carry out OH&S requirements
- Read plans and calculate plumbing quantities
- Handle and store plumbing materials
- Use plumbing hand and power tools
- Carry out levelling
- Mark out materials
- Apply first aid in the workplace
- Weld using oxy-acetylene equipment
- Weld using arc welding equipment
- Flash penetrations through roof and walls
- Weld polyethylene (PE) pipe using fusion method
- Fabricate and install non-ferrous pressure piping
- Fabricate and install fire hydrant and hose reel systems
- Install domestic and residential life safety sprinkler systems
- Work safely on roofs
- Set out and install water services
- Install and adjust water service controls and devices
- Install and commission water heating systems
- Install water pump sets
- Fit off and commission hot and cold water services
- Connect irrigation systems from drinking water supply
- Carry out concreting to simple forms
- Install domestic water treatment equipment
- Install water service
- Design domestic urban irrigation systems
- Set out, install and commission irrigation systems
- Install and commission domestic irrigation pumps

Drainage - Requirements 9 Core units – 3 Elective units

- Locate and clear blockages
- Install domestic treatment plants
- Maintain effluent disinfection systems
- Install stormwater and sub-soil drainage systems
- Drain worksite
- Install pre-fabricated inspection openings and enclosures
- Plan the layout for a residential sanitary drainage system
- Install below ground sanitary drainage systems (elective SN)
- Install on-site disposal systems
- Install water mains pipe systems
- Install trench support (elective in RF, GS)

**CERTIFICATE III IN PLUMBING
(CONTINUED)**

Sanitary Requirements 6 Core units – 4 Elective units

Note: 1 core and 2 electives completed in Drainage stream

- Cut and join sheet metal (elective in WT, core in RF)
- Plan the layout for a residential sanitary plumbing system
- Install discharge pipes
- Fabricate and install sanitary stacks
- Install and fit off sanitary fixtures
- Install pre treatment facilities
- Install sewerage pump sets
- Cut with oxy-LPG acetylene (elective in DR, WT, RF)

Roofing - Requirements 9 Core units – 4 Elective units

Note: 1 core completed in Sanitary stream

- Select and install roof sheeting and wall cladding
- Collect and store roof water
- Receive roofing materials
- Fabricate and install roof drainage components
- Fabricate and install external flashings
- Install roof components
- Install roof coverings to curved roof structures
- Install composite roof systems
- Fabricate roof coverings for curved structures *
- Erect and dismantle restricted height scaffolding
- Subtotal for the Roofing stream

Gas Services - Requirements 12 Core units – 5 Elective units

Note: 1 core completed in Sanitary stream

- Install gas piping systems
- Size consumer piping systems
- Install and commission Type A gas appliances
- Install LP gas storage of aggregate storage capacity up to 500 litres
- Install LP gas systems in caravans/mobile homes, watercraft and mobile work places
- Install gas detection devices
- Install gas pressure control equipment
- Install a Type A appliance flue
- Purge consumer piping
- Disconnect and reconnect Type A appliances
- Calculate and install natural ventilation for Type A gas appliances
- Install LP gas storage of aggregate capacity exceeding 500 litres and less than 8KL
- Install a Type B appliance flue
- Maintain Type A gas appliances

*** This combination of plumbing streams within BCP30103 Certificate III in Plumbing, WT MS SN GS, is the qualification structure preferred by the Air Conditioning and Mechanical Contractors' Association (AMCA) for apprentices in Victoria.**

<p>CERTIFICATE III IN PLUMBING</p> <p>Appropriate for a person working in the mechanical services sector of the plumbing industry specifically within the Mechanical Services, Water, Sanitary and Gas Fitting subsectors.</p> <p>Water Requirements 24 Core units – 6 Elective units</p> <p>Work effectively in the plumbing and services sector</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements <p>Read plans and calculate plumbing quantities</p> <ul style="list-style-type: none"> Handle and store plumbing materials Use plumbing hand and power tools Carry out levelling Mark out materials Apply first aid in the workplace Weld using oxy-acetylene equipment Weld using arc welding equipment <p>Flash penetrations through roofs and walls</p> <ul style="list-style-type: none"> Weld polyethylene (PE) pipe using fusion method <p>Fabricate and install non-ferrous pressure piping</p> <p>Fabricate and install fire hydrant and hose reel systems</p> <ul style="list-style-type: none"> Install domestic and residential life safety sprinkler systems Work safely on roofs Set out and install water services <p>Install and adjust water service controls and devices</p> <ul style="list-style-type: none"> Install and commission water heating systems Install water pump sets <p>Fit off and commission hot and cold water services</p> <ul style="list-style-type: none"> Connect irrigation systems from drinking water supply Carry out concreting to simple forms Design domestic urban irrigation systems Set out, install and commission irrigation systems Install and commission domestic irrigation pumps Install domestic water treatment equipment Install water service <p>Mechanical Services Requirements 4 Core units – 11 Elective units</p> <ul style="list-style-type: none"> Cut and join sheet metal <p>Assemble mechanical services components (core in GS, elective in WT)</p> <ul style="list-style-type: none"> Fabricate and install steel pressure piping Install small bore heating systems Select and fit insulation and sheathing Install medical gas pipeline systems Install and test ducting systems Install air handling units Install split system air conditioning Install air conditioning control equipment Maintain mechanical services equipment Install and maintain evaporative air cooling systems Install pipework and pipework assemblies Install refrigeration and air conditioning plant and equipment Test, evacuate and charge refrigeration systems 4 	<p>CERTIFICATE III IN PLUMBING (CONTINUED)</p> <p>Sanitary Requirements 6 Core units – 4 Elective units</p> <p>Note: 1 core completed in Mechanical Services</p> <ul style="list-style-type: none"> Cut with oxy-LPG/acetylene Locate and clear blockages Plan the layout for a residential sanitary plumbing system Install discharge pipes Fabricate and install sanitary stacks Install and fit off sanitary fixtures Install pre-treatment facilities Install sewerage pump sets Install trench support <p>Gas Services Requirements 12 Core units – 5 Elective units</p> <p>Note: 1 core completed in Mechanical Services</p> <ul style="list-style-type: none"> Install gas piping systems Size consumer piping systems Install and commission Type A gas appliances Install LP gas storage of aggregate storage capacity up to 500 litres Install LP gas systems in caravans/mobile homes, watercraft and mobile work places Install gas detection devices Install gas pressure control equipment Install a Type A appliance flue Purge consumer piping Disconnect and reconnect Type A appliances Calculate and install natural ventilation for Type A gas appliances Install LP gas storage of aggregate capacity exceeding 500 litres and less than 8KL Install a Type B appliance flue Maintain Type A gas appliances <p>TOTAL 4 STREAMS WT MS SN GS 1070</p> <p>* This combination of plumbing streams within BCP30103 Certificate III in Plumbing, WT MS SN GS, is the qualification structure preferred by the Air Conditioning and Mechanical Contractors' Association (AMCA) for apprentices in Victoria.</p>	<p>CERTIFICATE III IN FIRE PROTECTION</p> <p>Appropriate for a person working in the sprinkler fitting sector of the plumbing and services industry.</p> <p>Core Units</p> <p>Work effectively in the plumbing and services sector</p> <ul style="list-style-type: none"> Carry out interactive workplace communication Carry out OH&S requirements Read plans and calculate plumbing quantities Handle and store plumbing materials Use plumbing hand and power tools Carry out levelling Cut and join sheet metal Cut with oxy-LPG acetylene Mark out materials Apply first aid in the workplace Weld using oxy-acetylene equipment Weld using arc welding equipment Fabricate and install non-ferrous pressure piping Connect static storage tanks Fabricate and install fire hydrant and hose reel systems Install distribution and range pipes Fit-off sprinkler heads, controls and ancillary equipment Install control valve assemblies, actuating devices and local alarms Test fire protection systems for pressure Install special hazards systems Install domestic and residential life safety sprinkler systems Test and maintain fire hydrant and hose reel installations Test and maintain automatic fire sprinklers Design pre-calculated fire sprinkler systems Fabricate and install steel pressure piping Install water pump sets Install water service <p>Elective Units</p> <ul style="list-style-type: none"> Install portable fire equipment Carry out load slinging of off-site materials (has 3 pre-requisites) Install trench support Work safely on roofs* Perform routine gas tungsten arc welding* <p>* These units are not the industry preferred electives for this qualification. The preferred electives are BCGCM2008B Erect and dismantle restricted height scaffolding (40 hours) and BCGCM3001B Operate elevated work platforms (32 hours). These units are currently unavailable for selection in Victoria due to occupational licensing issues in the General Construction sector. The Purchasing Guide and the sample training program will be updated once the units become available.</p>
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ACRONYMS & DEFINITIONS

AAB	Apprenticeship Administration Branch - the Office of Training and Tertiary Education Branch which is responsible for the administration of apprenticeships/traineeships.
AFO	Apprenticeship Field Officer - Field Officers of the Office of Training and Tertiary Education who provide assistance to employers and apprentices.
Apprenticeship/Traineeship	A training contract between an employer and an employee where the employer provides training and the employee learns the occupation/trade.
GTO	Group Training Organisation - employ apprentices/trainees and places them with 'host' employers.
AAC	Australian Apprenticeships Centre – Provides apprenticeship/traineeship services to both employers and apprentices/trainees. Located throughout Victoria.
OTTE	The Office of Training and Tertiary Education - State Training Authority in Victoria.
RTO	Registered Training Organisation - Training Provider recognised by the Office of Training and Tertiary Education e.g. TAFE Institute, private training provider
STA	State Training Authority - Office of Training and Tertiary Education
STP	Sample Training Program - an example of a training program an apprentice/trainee could complete.
Training Contract	An agreement between an employer and apprentice/trainee detailing training conditions and the type of training your apprentice/trainee will receive.
WorkChoices Infoline	A Service of the Department of Employment and Workplace Relations - Commonwealth department which deals with industrial relations issues including wage queries.