WORK PLACEMENT GUIDE FOR LEARNERS
CERTIFICATE II IN BUILDING AND CONSTRUCTION
(PATHWAY – TRADES)

BUILDING AND CONSTRUCTION
Work placement guide
for learners
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### Contents

- **My details** .......................................................................................................................... 5
- **Work placement details** ....................................................................................................... 5
- **Introduction** .......................................................................................................................... 7
  - Terminology, abbreviations and definitions ............................................................................. 8
- **Course overview** .................................................................................................................... 9
  - Delivery .................................................................................................................................. 10
  - Units of competency ................................................................................................................ 12
  - Careers in the building and construction industry ............................................................... 13
  - The trades pathway .................................................................................................................. 14
- **About your work placement** .................................................................................................. 15
  - Guidelines ............................................................................................................................... 15
  - Your log book ......................................................................................................................... 17
  - Feedback ................................................................................................................................. 18
  - Funding opportunities ............................................................................................................. 18
  - Guidelines for parents and guardians .................................................................................... 19
  - Summary ................................................................................................................................. 20
- **Annex A – Work placement log book**
- **Annex B – Work placement evaluation**
- **Annex C – Units of competency: trade-specific elective streams**
My details

Name: __________________________________________
Student ID no.: __________________________________
Lecturer: _______________________________________
Contact no.: _____________________________________
Training organisation: ______________________________
Course coordinator: ________________________________

Work placement details

Work placement organisation: _______________________
Address: _________________________________________
_________________________________________________
_________________________________________________
Contact no.: _____________________________________
Mentor’s name: ___________________________________
Mentor’s contact no.: _______________________________
Introduction

The information in this work placement guide is for you (and your parent(s) or guardian(s)) to use while you’re enrolled in the Certificate II in Building and Construction (Pathway – Trades) course. Participation in this course is organised by your high school or registered training provider, while the training is conducted by a registered training provider. Some of you may be directly enrolled with a registered training provider.

A requirement of the course is that you take part in a period of work placement on a building site or with an industry contractor. This guide provides you with information about the requirements of the work placement experience and the course generally, and an overview of related courses and training options for you to consider.

The building and construction industry is a major employer of people throughout Australia. As an example, some 130 000 people are currently employed in the industry in Western Australia. We encourage you to embrace this opportunity to experience what it’s like to be in the building and construction industry as a tradesperson. An exciting career awaits you, should you decide to progress your studies in this field.

Welcome to the course. We look forward to helping you make a career for yourself within the building and construction industry.
Terminology, abbreviations and definitions

As you progress through your course, you will come across some abbreviations and definitions that are used in this guide and in the learner’s guides for each unit. Below is a list of some training-related terminology, abbreviations and definitions.

**Assessment**: On completion of each unit of your course, you will complete an assessment task (or tasks). Assessment involves demonstrating your skills and knowledge so that you can be deemed ‘competent’.

**Competency-based training (CBT)**: ‘Competent’ means able to do something. CBT is training based on the requirements needed to operate effectively in industry and achieve competency standards. CBT focuses on the skills and knowledge you have, rather than on how you attained the skills and knowledge.

**Elements of competency**: Elements describe the required outcomes of a unit of competency, and are what your assessment task(s) will be based on.

**Performance criteria**: Performance criteria specify the level of performance required to demonstrate achievement of the elements within a unit of competency.

**RTO**: Registered training organisation (training provider).

**Training package**: A training package is a set of nationally endorsed standards and qualifications for recognising and assessing people’s skills in a specific industry, industry sector or enterprise. Training packages are developed by national Industry Skills Councils to ensure that they meet the needs of industry.

**Unit of competency (UOC)**: A unit of competency is a statement of a key function or role in a particular job or occupation. Your Certificate II qualification contains 13 units of competency.

**Work placement**: A structured workplace learning program that prepares a person for the workplace. Unlike work experience, where a person may not actually ‘work’, in a work placement it is expected that you will undertake appropriate tasks that put classroom theory into practice.
Course overview

The Certificate II in Building and Construction (Pathway – Trades) program is a pre-vocational course for learners seeking to gain an apprenticeship in the building and construction industry. You will develop relevant technical, vocational and interpersonal competencies suitable for further training in construction as well as skills, knowledge and experience that may be transferable to other industry areas. You will also gain employability skills relevant to an entry level employee of the industry.

The first component of the course consists of seven core units of competency (common to 11 construction trades), and a period of work placement. This component, which would typically be delivered over a one-year period, is designed to provide you with a tradesperson’s introduction to the building and construction industry.

In the second component of the course, typically undertaken in the second year of study, you will need to choose from a range of trade-specific elective streams that focus your learning on a particular trade such as bricklaying, painting or carpentry. These trade-specific elective streams are explained in more detail later in this guide.

To progress further in the industry, beyond this introductory level, you will then need to gain an apprenticeship in your chosen trade area, or pursue further training within the building and construction field. Information regarding course offerings and careers is provided later in this guide.
The following chart shows how the two components of the course fit together when delivered as a two-year program over Years 11 and 12.

<table>
<thead>
<tr>
<th>Year 11</th>
<th>TRADES PATHWAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>core units of training + 110 hours of work placement</td>
</tr>
<tr>
<td>Year 12</td>
<td>For Year 12, choose from one of the following specific construction trades and elective units of training and 110 hours of work placement.</td>
</tr>
<tr>
<td>Brick and blocklaying</td>
<td>Carpentry and joinery</td>
</tr>
<tr>
<td>Joinery</td>
<td>Painting and decorating</td>
</tr>
<tr>
<td>Solid plastering</td>
<td>Wall and ceiling lining</td>
</tr>
</tbody>
</table>

Reproduced with the permission of Construction Training Fund (CTF).

**Delivery**

The Certificate II in Building and Construction (Pathway – Trades) has been specifically created to target basic training for trade roles in the building and construction industry. Your course coordinator will give you a copy of the course timetable for your information.

As well as organising and delivering the actual training, your training provider will arrange for you to attend a work placement with a suitable industry mentor.

This work placement will give you valuable hands-on experience on a building and construction site, so that you can put your new skills and knowledge into action. You may also have the opportunity to visit various workplaces during the placement times.

At the end of the course you’ll have benefited from a wide range of experiences, enough to make an educated choice as to which trade area and/or career path you want to take.
Assessment

Successful course completion depends on achieving competency in the assessments specified for each unit. The time taken to achieve competency may vary from person to person, but generally all assessments must be completed during each semester period of course enrolment.

Generally, assessment for each unit will involve completion of a task that incorporates all the required skills and knowledge for the unit.

For example, in the unit CPCCCA2002A *Use carpentry tools and equipment* from the carpentry stream of trade-specific elective units, your assessment may involve making or building something using carpentry tools and equipment.

Sometimes your assessment, or part of your assessment, may take place during your work placement. Your lecturer will tell you more about this.

Once you’ve successfully completed the course, including the assessments for each unit, you’ll be awarded a Certificate II in Building and Construction (Pathway – Trades) qualification. Your training provider will be able to give you more details about this.
Units of competency

There are seven core units of competency in this course, plus an additional six trade-specific elective units chosen specifically for this program, and the work placement component.

You must complete all 13 units and the work placement component successfully to achieve the Certificate II qualification.

The core units

The seven core units are as follows. Please note that the hours for each unit may vary depending on your state territory.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
<td>4</td>
</tr>
<tr>
<td>CPCCOHS2001A</td>
<td>Apply OHS requirements, policies and procedures in the construction industry</td>
<td>32</td>
</tr>
<tr>
<td>CPCCCM1015A</td>
<td>Carry out measurements and calculations</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM1014A</td>
<td>Conduct workplace communication</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM1013A</td>
<td>Plan and organise work</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2001A</td>
<td>Read and interpret plans and specifications</td>
<td>32</td>
</tr>
<tr>
<td>CPCCCM1012A</td>
<td>Work effectively and sustainably in the construction industry</td>
<td>16</td>
</tr>
</tbody>
</table>

You’ll also be enrolled in (and must complete) four 55-hour work placements which will be scheduled across the full course.

In addition to the seven core units, you’ll choose a trades pathway for the work you’re most interested in – another six units must be completed from that trade.

The trades pathways are as follows:

- Bricklaying/blocklaying
- Wall and ceiling lining
- Concreting
- Sign-writing
- Joinery
- Solid plastering
- Wall and floor tiling
- Painting and decorating
- Carpentry and joinery (or carpentry)
- Roof tiling.

The elective units for each of these trades pathways are detailed at Annex C to this guide.
Careers in the building and construction industry

While nothing is guaranteed in a job market, a graduate with a qualification will always have an advantage over an unqualified candidate. The skills and experience you gain from this qualification will provide you with a strong foundation on which to build your future in the building and construction industry.

There are many careers and jobs in the industry that may suit you, once you have gained suitable industry experience and/or progressed to further and higher courses of study towards employment in trades such as bricklaying, tiling, painting, carpentry and plastering.

The following table provides an overview of how your career in the building and construction industry can develop from this entry level course.

<table>
<thead>
<tr>
<th>Level of qualification</th>
<th>Field of study</th>
<th>Job title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II</td>
<td>Building and Construction (Pathway – Trades)</td>
<td>Trade trainee</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>Pre-apprentice</td>
</tr>
<tr>
<td>Certificate III</td>
<td>Building and construction apprenticeship in one of 11 trades</td>
<td>Apprentice – leading to tradesperson status on completion</td>
</tr>
<tr>
<td>Certificate IV or Diploma</td>
<td>Building</td>
<td>Registered builder</td>
</tr>
<tr>
<td></td>
<td>Site management/supervision</td>
<td>Site manager/supervisor</td>
</tr>
<tr>
<td></td>
<td>Estimating</td>
<td>Estimator/scheduler</td>
</tr>
<tr>
<td></td>
<td>Contract administration</td>
<td>Contract administrator</td>
</tr>
<tr>
<td></td>
<td>Building surveying</td>
<td>Building inspector</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>Building surveying</td>
<td>Building surveyor</td>
</tr>
<tr>
<td></td>
<td>Building and construction management</td>
<td>Project manager</td>
</tr>
<tr>
<td>Degree</td>
<td>Construction management</td>
<td>Project manager</td>
</tr>
<tr>
<td></td>
<td>Engineering</td>
<td>Engineer</td>
</tr>
</tbody>
</table>

You can also check <www.nolimits.com.au> for more career information.
The trades pathway

Career opportunities in building and construction today are diverse and appealing for people keen to develop a rewarding and satisfying start to their working life. Many trades in building and construction allow qualified tradespeople the opportunity to run their own business with an Australian Business Number (ABN) as a subcontractor in the industry, either in a team or individually.

The Certificate II in Building and Construction (Pathway – Trades) was developed in consultation with key building and construction industry stakeholders, and is designed to give you the best opportunity to secure employment in the industry by providing a mix of general and trade-specific skills and knowledge.

The course is equivalent to a pre-apprenticeship program normally completed after leaving school; however, it can also be undertaken as part of senior secondary school study. The course will prepare and train you in entry level skills in a construction trade in preparation for a full-time apprenticeship.

All units of competency completed as part of this course will provide full articulation and credit transfer into an apprenticeship in the building and construction industry, in the trade stream you completed during the second stage of the course.

A degree of flexibility may be available should you decide to change your choice of trade stream during the second stage, as some units of competency are common to several trades or may provide partial articulation as optional electives in the alternative trade stream.

If you’re undertaking this course as part of your Year 11 and Year 12 studies, support for your school may be available from the Construction Training Fund to assist with the cost of personal protective equipment (PPE), such as steel-capped boots, protective glasses, etc, that you’ll need in order to undertake your work experience on a construction site. Mentoring support may also be available. For the latest information, go to <www.nolimits.com.au>.

The Certificate II in Building and Construction (Pathway – Trades) is a nationally recognised qualification. It is also endorsed by the School Curriculum and Standards Authority (SCSA) in WA and can provide credits and be included as a component of the Western Australian Certificate of Education (WACE).
About your work placement

Work placement gives you the opportunity to experience working on a construction site. You may be given tasks to perform that are ‘real’ work an apprentice or tradesperson might be expected to perform. Your work will be supervised at all times.

Carrying out the daily tasks of a construction site will allow you to apply the learning acquired from the units of competency undertaken in your course, and also to get a feel for the trades area that you’re most interested in. Structured workplace learning is a great way for you to integrate theory with practice in a realistic work environment.

As this may be your first work placement within the building and construction industry, you may find that it operates a little differently from other situations you might have experienced. The following guidelines will help you to make the most of the opportunity.

Guidelines

Once you know your allocated workplace, arrangements will be made with you through your course coordinator. Please consider the following aspects of the work placement process before you arrive for your first day of work.

Check:

- your industry mentor’s website before you go to their premises so you have some knowledge of the type of work the company is involved in
- start/finish times – you may need to be there early if you’re going to a site
- health and safety procedures on the first day you attend
- attendance requirements as provided by your course coordinator
- clothing – you will need worksite-appropriate clothing, including PPE such as work boots and a hat
- the food situation, if you’re not taking your own lunch with you. There may not be a lunch bar or café nearby.
Plan:

• your journey to the worksite, whether you’re driving or going by bus or train, to make sure you arrive on time
• for peak hour travelling, especially if you’re attending a site some distance from your home
• what PPE you’ll need. Check with your course coordinator about this.

Remember to:

• take this guide, a notebook and a pen
• be prepared to tackle any task assigned to you (within reason)
• report any uncomfortable situations to your course coordinator
• thank your mentor(s) for having you on the site(s) when the placement period is up.

And most of all …

Be punctual, polite, courteous and respectful of the privacy issues you may come across when working. Information such as your mentor’s client’s personal details, private house or site drawings and specifications, etc, are not for sharing. If you’re unsure, always check with your course coordinator.

Display a measure of enthusiasm when you’re working on site. You’ll probably meet a lot of people during your work placement and they’ll warm to you and support you if you get involved with the day-to-day routine.

Make sure you phone your mentor if you can’t attend a scheduled day of attendance. You should treat your work placement the same as you would paid employment. Remember that your mentor may be your employer one day!

It’s really important that you follow these guidelines during your work placement as your performance and attitude can impress prospective employers who are always on the lookout for dependable, hardworking apprentices.

Your participation in this part of the course may provide you with a career goal that you hadn’t considered before and help confirm what it is you want to do (or not do) after you’ve finished studying and you’re ready to move on to the next phase of your life and career.
Your log book

During your work placement you will be expected to take part in a range of tasks and activities. These tasks are often recorded on a timesheet, a log book or a job file.

These tasks may include, but are not limited to:

• common tasks associated with the trade you’ve selected or are placed in
• selecting and using the tools and equipment required for various tasks
• preparing and handling materials associated with that particular trade
• undertaking tasks typically assigned to an apprentice
• helping to assemble or disassemble components for a job
• assisting in the construction process, depending on the trade of your mentor.

You should keep a record of every task you’re given. It’s a good idea to keep a daily log so that you can track and record the work you’ve done and the experience you’ve gained. You’ll find this information helpful when you’re completing the assessments for your course.

Your mentor may ask you to prepare something for the next time you go on site, so it’s essential that you keep an accurate record of any follow-up tasks you have to carry out.

The information you record about the tasks you perform will help you to choose a trade you may wish to work in. When you apply for an apprenticeship, you can use this information to provide your potential employer with evidence of the tasks and roles you’ve performed and the experience you’ve gained.

You can buy a notebook or diary to use as your log book or you can use the log book pages provided at Annex A to this guide. If you need extra copies, simply photocopy them.

You may need to make your log book available to your school or training provider to show that you’ve completed the workplace learning component of your course and earned the credits you require towards your WACE.
Below is an example of completed page from a log book.

**Daily attendance summary**

Day/date: Monday 11/3/15

Attendance time: 8.00 am–4.30 pm

**Task summary:** Arrived early to attend site meeting at Clarkson. Took notes and listened to information about the project. Attended site WHS induction.

Spent the morning with Brad helping to level and set out the deck area. Worked with Chris to help stack some bricks, strapped them up and then used the pallet jack to move them around back. Got shown the forklift controls and sat in the seat but can’t drive it unless I have a forklift driver ticket! In the afternoon worked with Brad again to measure up some internal walls and check that we had the right amount of timber ready to build the walls later this week.

**Actions to be followed up:** Bring gloves to site tomorrow. Check out forklift driver training.

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**Feedback**

Once you’ve finished your work placement, complete the evaluation at Annex B to this guide. Your industry mentor will also give you some feedback.

**Funding opportunities**

The Construction Training Fund’s new Schools2Skills funding program provides schools with nominal funding to reduce costs associated with learner entry into school-based construction programs that include a construction site-based work experience component.

Nominal funding can be made available to schools enrolling learners in the Certificate II in Building and Construction (Pathway – Trades) course as part of the Schools2Skills program. This qualification was introduced into WA secondary schools as a specialist VET in Schools Industry Specific course.

The Schools2Skills program funding provided to schools is to reduce costs associated with entry into construction sites for learners enrolled in nominated construction-related qualifications or recognised courses that include a confirmed, construction site-based work experience placement. It can support costs incurred (by schools and/or parents) in equipping learners with PPE required if there is a site-based work placement component in the course. An initial payment applies per each learner enrolled in the course and is paid upon confirmation of enrolment.

Learners who successfully complete the Certificate II in Building and Construction (Pathway – Trades) may be eligible to apply for a scholarship from the Construction Training Fund.

To find out more about these funding opportunities, contact your course coordinator. Current School2Skills scholarship and funding information is available at <www.nolimits.com.au>.
Guidelines for parents and guardians

Parents and guardians have a big role to play in helping you to get the most out of your period of work placement. They can help you by:

• encouraging preparedness, punctuality and enthusiasm
• taking you to your first day at the placement so you arrive on time. After the first day, you should be encouraged to make your own way to the workplace by whatever means convenient
• listening to your review of each day’s activities, and providing support where needed.

Insurance guidelines

You should be covered for the period of work placement by your school’s or training provider’s insurance policy. Make sure this insurance policy is in place before you attend the worksite.

Placements arranged privately would normally negate a school’s or training provider’s insurance arrangements; so please check before your work placement starts that their insurance policy provides for you during your placement.

Please remember that you’re undertaking a period of ‘volunteer’ work placement – like a work experience program – and should not expect to be paid or otherwise compensated while in the workplace. Payments of any kind may void insurance policies, whether held by the school, the training provider or the industry mentor.
Summary

The building and construction industry offers many exciting and interesting opportunities.

Good luck with your studies and your future career!
Annex A – Work placement log book
Certificate II in Building and Construction
(Pathway – Trades)

Work placement log book

Name ________________________________

Year/semester ___________________________

Industry mentor/worksit __________________
### Daily attendance summary

<table>
<thead>
<tr>
<th>Date/day:</th>
<th>Attendance time:</th>
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<tr>
<th>Task summary:</th>
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<tr>
<th>Actions to be followed up:</th>
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</tbody>
</table>
### Daily attendance summary

**Date/day:** ________________  **Attendance time:** ________________

**Task summary:** 

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**Actions to be followed up:** 

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<table>
<thead>
<tr>
<th>Date/day</th>
<th>Attendance time</th>
<th>Task summary</th>
<th>Actions to be followed up</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>________________</td>
<td>________________</td>
<td>________________</td>
</tr>
</tbody>
</table>
Daily attendance summary

Date/day: _______________________ Attendance time: _______________________

Task summary: ___________________________________________________________
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Actions to be followed up: _______________________________________________
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Daily attendance summary

Date/day: _______________________ Attendance time: _______________________

Task summary: ___________________________________________________________
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Actions to be followed up: _______________________________________________
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Daily attendance summary

Date/day: ____________________  Attendance time: ____________________

Task summary: __________________________________________________________

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Actions to be followed up: ______________________________________________

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Daily attendance summary

Date/day: ____________________  Attendance time: ____________________

Task summary: __________________________________________________________

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Actions to be followed up: ______________________________________________

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Daily attendance summary
Date/day: ____________________ Attendance time: ____________________
Task summary: ____________________
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Actions to be followed up: ____________________
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### Daily attendance summary

Date/day: ______________________  Attendance time: ______________________

Task summary: ______________________

... (additional lines for task summary)

Actions to be followed up: ______________________

... (additional lines for actions to be followed up)
Daily attendance summary

Date/day: ________________________  Attendance time: ________________________

Task summary: ____________________________________________________________

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Actions to be followed up: _________________________________________________

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Daily attendance summary

Date/day: ________________________  Attendance time: ________________________

Task summary: ____________________________________________________________

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Actions to be followed up: _________________________________________________

________________________________________________________________________
### Daily attendance summary

<table>
<thead>
<tr>
<th>Date/day: ____________________</th>
<th>Attendance time: ____________________</th>
</tr>
</thead>
</table>
| Task summary: ____________________________
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Actions to be followed up: ____________________________
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Daily attendance summary

Date/day: ___________________________ Attendance time: ___________________________

Task summary: ________________________________________________________________

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Actions to be followed up: ____________________________________________________

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__________________________________________________________________________
Daily attendance summary

Date/day: ____________________  Attendance time: ____________________

Task summary: ______________________________________________________

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Actions to be followed up: ____________________________________________

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____________________________________________________________________
Annex B – Work placement evaluation

Work placement evaluation – your feedback

When you've finished your work placement, complete this self-evaluation. This will help you to clarify what it is you've gained (or not gained) from the experience, and how you believe the work placement program can be improved for others who enrol in this course.

Once you've completed the form, pass a copy on to your course coordinator so that your recommendations can be considered for future participants in the program.
Work placement evaluation – learner

Name: ________________________________  Signature: ________________
Mentor/worksite: ______________________ Date: ________________

What were the most enjoyable aspects of your period of work placement?

____________________________________________________________________

____________________________________________________________________

What were the least enjoyable aspects (if any)?

____________________________________________________________________

____________________________________________________________________

Did the work placement fulfil the outcomes you thought it would?  Yes/No
If no, why not?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Any other comments or suggestions?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Work placement evaluation – your industry mentor’s feedback

When you’ve finished your work placement, your industry mentor is encouraged to provide you with constructive feedback in writing. This feedback might consist of comments on your attendance, attitude to work, work or task performance, level of skills attained, suitability for the industry, etc.

On your final day of attendance at your work placement, you should arrange a suitable meeting time to have this form completed. Feedback from your mentor can provide you with a valuable insight into your performance and help you to make decisions about your future career path.
Feedback – industry mentor

| Mentor: ___________________________ | Signature: ________________ |
| Learner: __________________________ | Date: ________________ |

Feedback:
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
Annex C – Units of competency: trade-specific elective streams
Trade-specific electives – units to be chosen

The following pages detail the units you have to choose from when deciding on a trade-specific elective – six must be chosen from the units listed. This same information is presented in a useful wall chart on the last page of this guide. Please note that the hours for each unit may vary, according to state territory.

Bricklaying/blocklaying

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM2006B</td>
<td>Apply basic levelling procedures</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2009A</td>
<td>Carry out basic demolition</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCO2013A</td>
<td>Carry out concreting to simple forms</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCA3002A</td>
<td>Carry out setting out</td>
<td>12</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCBL2001A</td>
<td>Handle and prepare bricklaying and blocklaying</td>
<td>16</td>
</tr>
<tr>
<td>CPCCBL3005A</td>
<td>Lay masonry walls and corners</td>
<td>40</td>
</tr>
<tr>
<td>CPCCBL2002A</td>
<td>Use bricklaying and blocklaying tools and equipment</td>
<td>30</td>
</tr>
</tbody>
</table>

Solid plastering

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM2006B</td>
<td>Apply basic levelling procedures</td>
<td>16</td>
</tr>
<tr>
<td>CPCCPB3012A</td>
<td>Cut and fix paper-faced cornices</td>
<td>15</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCSP2001A</td>
<td>Handle solid plastering materials</td>
<td>24</td>
</tr>
<tr>
<td>CPCCSP2003A</td>
<td>Prepare surfaces for plastering</td>
<td>24</td>
</tr>
<tr>
<td>CPCCSP2002A</td>
<td>Use solid plastering tools and equipment</td>
<td>64</td>
</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
<td>16</td>
</tr>
</tbody>
</table>
Wall and ceiling lining

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM2006B</td>
<td>Apply basic levelling procedures</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCPB3009A</td>
<td>Finish plasterboard joins manually</td>
<td>15</td>
</tr>
<tr>
<td>CPCCPB3002A</td>
<td>Fix standard plasterboard ceiling sheets</td>
<td>40</td>
</tr>
<tr>
<td>CPCCPB3001A</td>
<td>Fix standard plasterboard wall sheets</td>
<td>40</td>
</tr>
<tr>
<td>CPCCPB3010A</td>
<td>Manually sand plaster work</td>
<td>10</td>
</tr>
<tr>
<td>CPCCPB3008A</td>
<td>Mix plastering compounds</td>
<td>10</td>
</tr>
<tr>
<td>CPCCCCM2010B</td>
<td>Work safely at heights</td>
<td>16</td>
</tr>
</tbody>
</table>

Wall and floor tiling

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM2006B</td>
<td>Apply basic levelling procedures</td>
<td>16</td>
</tr>
<tr>
<td>CPCCWP3002A</td>
<td>Apply waterproofing process to internal wet areas</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCC02013A</td>
<td>Carry out concreting to simple forms</td>
<td>24</td>
</tr>
<tr>
<td>CPCCWF2001A</td>
<td>Handle wall and floor tiling materials</td>
<td>16</td>
</tr>
<tr>
<td>CPCCWF3001A</td>
<td>Prepare surfaces for tiling application</td>
<td>32</td>
</tr>
<tr>
<td>CPCCWF2002A</td>
<td>Use wall and floor tiling tools and equipment</td>
<td>60</td>
</tr>
</tbody>
</table>
Concreting

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM2006B</td>
<td>Apply basic levelling procedures</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCA3002A</td>
<td>Carry out setting out</td>
<td>12</td>
</tr>
<tr>
<td>CPCCCO3043A</td>
<td>Cure concrete</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCO2021A</td>
<td>Handle concreting materials</td>
<td>16</td>
</tr>
<tr>
<td>RIICCM210D</td>
<td>Install trench support</td>
<td>8</td>
</tr>
<tr>
<td>CPCCCO2022A</td>
<td>Use and maintain concreting plant, tools and equipment</td>
<td>40</td>
</tr>
</tbody>
</table>

Painting and decorating

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCPD3022A</td>
<td>Apply paint by brush and roller</td>
<td>68</td>
</tr>
<tr>
<td>CPCCCM2003B</td>
<td>Calculate and cost construction work</td>
<td>20</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCPB3026B</td>
<td>Erect and maintain trestle and plank systems</td>
<td>25</td>
</tr>
<tr>
<td>CPCCPD2011A</td>
<td>Handle painting and decorating materials</td>
<td>8</td>
</tr>
<tr>
<td>CPCCPD3031A</td>
<td>Implement safe lead paint and asbestos work practices in the painting industry</td>
<td>16</td>
</tr>
<tr>
<td>CPCCPD3021A</td>
<td>Prepare surfaces for painting</td>
<td>56</td>
</tr>
<tr>
<td>CPCCPD2013A</td>
<td>Remove and replace doors and door and window components</td>
<td>10</td>
</tr>
<tr>
<td>CPCCPD2012A</td>
<td>Use painting and decorating tools and equipment</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
<td>16</td>
</tr>
</tbody>
</table>
Sign-writing

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM2006B</td>
<td>Apply basic levelling procedures</td>
<td>16</td>
</tr>
<tr>
<td>CPCCSI2007A</td>
<td>Apply fasteners and fixings</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCSI2005A</td>
<td>Fabricate signage</td>
<td>40</td>
</tr>
<tr>
<td>CPCCSI2002A</td>
<td>Lay out and design signage</td>
<td>48</td>
</tr>
<tr>
<td>CPCCSI2003A</td>
<td>Prepare surfaces for signage</td>
<td>16</td>
</tr>
<tr>
<td>CPCCSI2004A</td>
<td>Produce digital signage</td>
<td>32</td>
</tr>
<tr>
<td>CPCCSI2006A</td>
<td>Sign-write to simple forms</td>
<td>44</td>
</tr>
<tr>
<td>CPCCSI2001A</td>
<td>Use colour for signage</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCM2010A</td>
<td>Work safely at heights</td>
<td>16</td>
</tr>
</tbody>
</table>

Carpentry and joinery (or carpentry)

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCA3023A</td>
<td>Carry out levelling operations</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCA3002A</td>
<td>Carry out setting out</td>
<td>12</td>
</tr>
<tr>
<td>CPCCCA3004A</td>
<td>Construct wall frames</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCA2011A</td>
<td>Handle carpentry materials</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCA3003A</td>
<td>Install flooring systems</td>
<td>40</td>
</tr>
<tr>
<td>CPCCCA2002B</td>
<td>Use carpentry tools and equipment</td>
<td>52</td>
</tr>
<tr>
<td>CPCCCM2007B</td>
<td>Use explosive power tools</td>
<td>8</td>
</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
<td>16</td>
</tr>
</tbody>
</table>
# Joinery

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCA3023A</td>
<td>Carry out levelling operations</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCA2011A</td>
<td>Handle carpentry materials</td>
<td>16</td>
</tr>
<tr>
<td>CPCCCA2002B</td>
<td>Use carpentry tools and equipment</td>
<td>52</td>
</tr>
<tr>
<td>CPCCCM2007B</td>
<td>Use explosive power tools</td>
<td>8</td>
</tr>
<tr>
<td>CPCCJN3001A</td>
<td>Use static machines</td>
<td>25</td>
</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
<td>16</td>
</tr>
</tbody>
</table>

# Roof tiling

For this pathway, choose six units from below.

<table>
<thead>
<tr>
<th>National code</th>
<th>Unit title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCPCM2043A</td>
<td>Carry out WHS requirements</td>
<td>34</td>
</tr>
<tr>
<td>CPCCCM2008B</td>
<td>Erect and dismantle restricted height scaffolding</td>
<td>16</td>
</tr>
<tr>
<td>CPCCRT2001A</td>
<td>Handle roof tiling materials</td>
<td>16</td>
</tr>
<tr>
<td>CPCCRT3004B</td>
<td>Repair and renovate tile roofs</td>
<td>24</td>
</tr>
<tr>
<td>CPCCCM2007B</td>
<td>Use explosive power tools</td>
<td>8</td>
</tr>
<tr>
<td>CPCCRT2002A</td>
<td>Use roof tiling tools and equipment</td>
<td>44</td>
</tr>
<tr>
<td>CPCCCM2010B</td>
<td>Work safely at heights</td>
<td>16</td>
</tr>
<tr>
<td>CPCPCM2055A</td>
<td>Work safely on roofs</td>
<td>15</td>
</tr>
</tbody>
</table>
DESCRIPTION
The information in this guide is for learners (and their parents or guardians) and supports the work placement component of Certificate II in Building and Construction (Pathway – Trades).

Part of the work required for the course involves participation in a period of work placement on a construction site. This guide provides information about the requirements for the work placement experience and the course generally, and an overview of related courses and career training options. A log book template and an evaluation are also included.

EDITION
Edition 1, 2014

COURSE / QUALIFICATION
Certificate II in Building and Construction (Pathway – Trades)

RELATED PRODUCTS
This resource is part of a series that supports core and trade-specific elective units of the Certificate II in Building and Construction (Pathway – Trades) qualification. Please refer to the WestOne product catalogue for more information.