



CPC30220

Certificate III in Carpentry



2022 - 2023

Canberra, Australia



Qualification Code and Title

CPC30220 Certificate III in Carpentry
CRICOS Course Code: 105970K

Provider Details

The Canberra Training School Pty Ltd t/a Canberra Business & Technology College

RTO Code: 40882
CRICOS Provider Code: 03465J

Course Overview

This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications

The qualification has core unit of competency requirements that cover common



skills for the construction industry, as well as a specialist field of work. The training and assessment leading to recognition of skills for the purpose of this courses are undertaken in a real/actual or a very closely simulated workplace environment. The course is highly recognised by the building and construction industry as the trade level program for carpentry and covering work.

Course Details:
<https://training.gov.au/Training/Details/CPC30220>

Entry Requirements

This course has the following entry requirements:
International students must:

- Be at least 18 years of age.

- Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) with 5.0 in each band
- Have completed a Year 12 or equivalent high school certificate

Candidates will also be required to complete a pre-enrolment Candidate Self-Assessment as part of the application and participate in a course entry interview to determine suitability for the course.

Course Duration

Two (2) years full time

Total Duration: 104 Weeks (including holidays)
Contact Weeks: 80 Weeks

This course will be delivered over a period of 104 weeks (including holidays). Classes will be scheduled for 80 weeks over 8 academic terms of 10 weeks each. There will be a 2-week break between the terms and a 6-week holiday end of the year.

Class sessions are planned to ensure that students have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills-based assessments in accordance with unit requirements. Classes will be scheduled for 20 hours per week.

Delivery mode and location

This course will be delivered face-to-face in a classroom and kitchen-based setting which includes the simulation of workplace-based environment. This course does not have work placement (WBT) requirements. This course is offered at our **Canberra, ACT campuses:**

17 Oatley Ct, Belconnen, ACT, 2617
100 Northbourne Ave, Braddon, ACT 2612
75 Gozzard Street, Gungahlin ACT 2913

Workshop: 46 Hoskins St, Mitchell, ACT 2911

Applicable location shall be noted on the letter of offer and written agreement.



Career Outcomes

Students who complete this course may be able to seek employment in a range carpentry role/s such as;

- Carpenter - Commercial
- Carpenter - Formwork
- Carpenter - Residential

Education Pathways

Students who complete CPC30220 may go on to enrol in CPC40120 Certificate IV in Building and Construction with other institutes or progress to CPC50220 Diploma of Building and Construction (Building). CBTC shall provide students with pathway information and options.

Course Structure

To achieve this qualification students must successfully complete **34 units** (27 Core, 7 Electives).

Term-wise The course structure is as follows. Student intakes are at end of each term;

Term 1: 10 Weeks
CPCCWHS2001 Apply WHS requirements, policies, and procedures in the construction industry
CPCCOM1014 Conduct workplace communication
CPCCOM1015 Carry out measurements and calculations
CPCCOM3001 Perform construction calculations to determine carpentry material requirements
CPCCCM3005 Calculate costs of construction work
CPCCCA3025 Read and interpret plans, specifications, and drawings for carpentry work
CPCCCA2002 Use carpentry tools and equipment
CPCCCA2011 Handle carpentry materials
Term 2: 10 Weeks
CPCCCM2012 Work safely at heights
CPCCCM2008 Erect and dismantle restricted height scaffolding
CPCCCM3001 Operate elevated work platforms up to 11 metres
CPCCWHS3001 Identify construction work hazards and

select risk control strategies
CPCCCO2013 Carry out concreting to simple forms
CPCCSF2004 Place and fix reinforcement materials
CPCCOM1013 Plan and organise work
Term 3: 10 Weeks
CPCCCA3002 Carry out setting out
CPCCCM2006 Apply basic levelling procedures
CPCCOM3006 Carry out levelling operations
CPCCCA3001 Carry out general demolition of minor building structures
CPCCCA3028 Erect and dismantle formwork for footings and slabs on ground
Term 4: 10 Weeks
CPCCCA3004 Construct and erect wall frames
CPCCCA3024 Install lining, panelling, and moulding
CPCCCA3012 Frame and fit wet area fixtures
Term 5: 10 Weeks
CPCCCA3005 Construct ceiling frames
CPCCCA3014 Construct and install bulkheads
Term 6: 10 Weeks
CPCCCA3003 Install flooring systems
CPCCCA3010 Install windows and doors
CPCCCA3017 Install exterior cladding
Term 7: 10 Weeks
CPCCCA3006 Erect roof trusses
CPCCCA3007 Construct pitched roofs
CPCCCA3008 Construct eaves
Term 8: 10 Weeks
CPCCOM1012 Work effectively and sustainably in the construction industry
CPCCCA3018 Construct, erect and dismantle formwork for stairs and ramps
CPCCCA3016 Construct, assemble and install timber external stairs

Course progress

Students are required to attend the scheduled classes (20 hours per week) and maintain a satisfactory academic performance as per college's Course Progress Policy. Students who are identified as being at risk of



not meeting course progress requirements and completing the course in the expected duration will be subject to college’s intervention strategy and provided support. More information can found in the student handbook and the policy available on college’s website.

Enrolment and Orientation

Upon acceptance of a student’s application for enrolment, a letter of offer, as well as a written agreement and tax invoice for pre-paid fees, will be forwarded to students.

Students must read through all provided information prior to signing the agreement. A Confirmation of Enrolment (CoE)

letter will be issued once the signed acceptance of the offer and written agreement are received.



The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

Detailed admission and enrolment process are provided on college’s website.

Additional Support

The college provides a range of student support services and resources to help them achieve their academic goals. This includes:

- Academic and learning support
- English language support
- Referral to external support services
- Accommodation options
- Local area information and essential services
- General career guidance

Refer to college’s website and Student Handbook for detailed support services and contact details of support staff. On campus, students may contact the Student Support Officer, trainer/assessor, front desk staff or any other staff member to access the support services. Email: info@cbtc.edu.au

Training Arrangements

Students are required to attend classes for 20 hours a week and complete approximately 10 hours of homework/assignment/project work and self-study per week which consists of readings and research for assessments. Term timetables will be posted on notice boards and emailed to students at least one week prior to the start of the term.

Assessment Methods

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Written tasks
- Practical Demonstrations
- Projects
- Report writing
- Observations
- Questioning (oral or written)

At the beginning of each unit, trainers will outline the assessment tasks that must be completed and provide assessment schedule and conditions. Assessment tasks may individual or team-based tasks. Demonstration of skills and performance will be observed by the assessor under the required conditions.

Course Enrolment and Tuition Fee

Enrolment and Tuition fees this course are as follows (Australian Dollar):

Enrolment fee:	\$250 Non-refundable, to be paid on application.
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Resources fee:	Refer to CBTC’s Fee Schedule Non-refundable, to be paid on application) includes raw materials, use of tools, and learning resources throughout the course.
Tuition fee:	\$28,500 Refunds as per College’s Refund Policy.

Once accepted, the tuition fee shall not change for the duration of the course.

Other non-tuition fees may apply (e.g., Materials Fee). Refer to college’s Fee Schedule.

International students are also required to take out **Overseas Health Insurance Cover (OSHC)** before arriving in Australia. OSHC information will also be included in the Student Agreement. For more information on OSHC, visit, https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

All non-tuition fees shall be listed in Student Agreement and college’s Annual Fee Schedule, available from college’s website. For fee refund information and procedure, refer to college’s *Fee Refund Policy and Procedure* available in the Student Agreement, college website and Student Handbook.



The policy can also be requested from student services: info@cbtc.edu.au

A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement. Course fees do not include computer software or textbooks which are to be purchased at the student’s own cost.

Non-payment of course fees may result in cancellation of enrolment.

Other Requirements

Students must also supply their own laptop or a similar device with Microsoft Office software e.g., Office 365 Personal that includes Outlook, Word, Excel, PowerPoint & Publisher.

Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

Library Resources

Student will be provided with a learner/study guide for each unit. This course may also have prescribed and recommended texts/textbooks. Copies of the textbooks can be found on college’s on-campus reference library, along with other reading and reference materials in print or electronic forms. A range of reading materials will also be provided during the session.

Students will also be guided to obtain member of ACT State Library and the National Library of Australia, which has a large collection of books, references, magazines, and online databases. <https://www.nla.gov.au/getalibrarycard/registration>

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) at the time of enrolment or at any time during their enrolment (prior to the commencement of the relevant unit/s of competency).

For international students, the granting of course credit may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing. If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment



showing a reduced duration. For any questions about course credit, contact us at the details shown below.

Issuance Authority

The Canberra Training School Pty Ltd t/a Canberra Business & Technology College is the sole authority to issue AQF documentation. CBTC does not have any partners or third parties for training and assessments either in Australia or overseas.

Education Agents

Students may apply for a place in CBTC's courses through an approved Education Agent. All approved and current Education Agents are listed on college's website. Education agents are bound by college's policies, procedures, quality criteria and agent's code of ethics. Candidate's may contact the college for information regarding education agents in their home countries.

Contact Details

Canberra Business & Technology College

75 Gozzard Street
Gungahlin, Canberra ACT 2913
AUSTRALIA

Email: info@cbtc.edu.au

Website: <http://www.cbtc.edu.au>

Tel: 1 800 830 091 (Australia) | (+61) 430 790 433
(Overseas)

