

RTO code: 60142

CONSTRUCTION

APPRENTICE TRAINING INFORMATION AND REQUIREMENTS

HELLO AND WELCOME TO TASTAFE!

CPC30211 Certificate III in Carpentry CPC32011 Certificate III in Carpentry and Joinery
CPC30313 Certificate III in Concreting

We look forward to working with you during your training and assessment at TasTAFE and/or onsite.

The way you undertake the training and assessment for your qualification can be varied – it can be off the job (at a TasTAFE campus) or on the job. But it can also be a combination of both.

How your training and assessment is completed will be negotiated with your employer, your TasTAFE trainer and as well as with yourself. However you undertake your training, it will include both practical and theory-based work.

Training and assessment undertaken off the job at TasTAFE will be based around realistic simulated projects, and any training and assessment undertaken on the job will utilise your daily work tasks.

CONTACT US

If you have any questions about your Apprentice Training at TasTAFE, please give us a call on **1300 655 307**.

Your TasTAFE username: _____

Your TasTAFE email: _____

Your Multipic username: _____

ATTENDANCE TIMES FOR OFF-THE JOB TRAINING:

BURNIE TRAINING CENTRE

- Monday – Friday: start 8am – finish 4.30pm.

ALANVALE TRAINING CENTRE

- Monday – Thursday: start 8am – finish 4.30pm.
- Friday: finish 2.30pm.

CLARENCE TRAINING CENTRE

- Monday – Thursday: start 8am – finish 4.45pm.
- Friday: finish 2.30pm.

STUDENT RESIDENCE:

Accommodation may be available at the Student Residence. Please note bookings are essential:

Alanvale

Phone: 6777 2687 or

Email: studentresidenceth@education.tas.gov.au

Clarence

Phone: 6165 6591 or

Email: studentresidencesth@education.tas.gov.au

Burnie

There is no student residence available at this location

TRAVEL / ACCOMMODATION ALLOWANCE

If you are entitled, accommodation and/or travel allowance are paid by the Tasmanian Government at the end of each off-the-job training period.

Please bring your bank account number and BSB details with you to your first TasTAFE training date to complete a travel form on your first day.

CAMPUS REGULATIONS

- Mobile phones may be used as calculators, but must be on 'silent' or switched off during any training and assessment.
- Under the Public Health and Safety Act, TasTAFE is a smoke-free environment.
- Eating and drinking (other than water) is not permitted in the classrooms or workshops.
- TasTAFE has a zero tolerance to vehicle hooning within the campus grounds. If you are seen doing so you will be banned from parking onsite. Drive safely and within speed limits.

MANDATORY STUDENT REQUIREMENTS

Please read carefully all of the following information – all students attending training and assessment at TasTAFE are required to bring the following prescribed equipment and work wear.

LEARNING REQUIREMENTS

- Student Record Folder with copy of CURRENT Training Plan (if negotiated).
- Ball point pen and writing pad.
- Carpenters pencil or a suitable pencil for use in the workshops.
- A simple calculator with square root function.
- 1m folding rule.
- Steel tape (8m metric only).

WORK HEALTH AND SAFETY

Work Health and Safety requires you to provide the following protective equipment:

- Appropriate work wear. Work wear in torn and unclean condition is unacceptable.
- Safety footwear (steel-capped). Any other footwear is unacceptable.
- Earmuffs or earplugs.
- Safety glasses – Sunglasses are NOT ACCEPTABLE. Clear-lens to be worn in workshop areas at all times.
- Tinted safety glasses are acceptable for use outside.
- Hi-Vis vest or high visibility clothing (SNUG FITTING).
- Sun protection. (E.g. hats, sunscreen, and long-sleeve shirt for outdoor work.)
- Hair restraint. (Long hair needs to be restrained in hazardous situations.)

Failure to comply will result in being refused admission to practical areas until the appropriate equipment or clothing has been obtained.

FEE PAYMENT

Apprentices and Trainees are responsible for organising fee payment. The 2018 Fee Schedule can be found on the website: <http://www.tastafe.tas.edu.au/future/fees-and-payments/>. Please contact your local Administrative office for further information in relation to your fees.

*Other fees for text books – are calculated from the list of compulsory text books shown below. These text books are included in enrolment fees for apprentices and are provided by TasTAFE upon enrolment.

You must have the prescribed books with you prior to attending training in any region:

<i>Basic Building and Construction Skills Edition 4</i>	\$65.95
<i>Building a House (Footings Systems) updated version</i>	\$53.95
<i>Site Establishment, Formwork and Framing</i>	\$67.95
<i>AS1684.2 2010 (hardcopy version) Residential Timber Framed Construction</i>	\$129.15
<i>Advanced Building and Joinery Skills</i>	\$69.95

IF YOUR EMPLOYER IS PAYING YOUR FEES:

If your employer is paying your fees, your employer **MUST** complete and sign a Sponsor Authorisation Form which can be obtained from administration staff and presented at time of enrolment being processed.

IF YOU ARE PAYING YOUR FEES:

TasTAFE has an up-front fee payment policy, requiring you to enrol and pay your fees prior to the start of any training or assessing. If you are unable to pay the total amount, you may take advantage of our instalment plan. This involves paying a deposit of 25% of your fees prior to commencing training, then paying the balance in agreed instalments over a six month period.

If fees remain outstanding results will be withheld until the amount owing is paid in full. *No Certificates can be issued if you have outstanding fees.*

For more details on fees and the refund policy please refer to TasTAFE website or Student Information Handbook.

ASSESSMENT PACKAGES

Each unit of competence that you need to achieve to complete your qualification has an “Assessment Package”. This document outlines all of the knowledge and skills you need to be able to demonstrate to be assessed as competent.

Each individual Assessment Package may have up to three types of assessments:

Knowledge Questions: These questions are designed for you to demonstrate your knowledge of the unit. These are written questions, but may be answered verbally if required. They may also be in the form of an online quiz. This assessment is usually completed at TasTAFE.

Job Safety Analysis (JSA): The JSA is primarily a thinking tool used to identify the many risks and control measures involved in a particular job or task. You will need to complete a JSA for the practical assessments if it is included in the Assessment Package. You may be able to use a JSA/SWMS that you have worked on from your workplace for this assessment.

Practical Tasks: These are practical tasks that you can complete on a TasTAFE campus or on your work site. A Practical Skills Checklist will be used by your Assessor while they are observing you demonstrating your practical skills. Also, if completing the practical task/s in your workplace, then you will need a Supervisor to complete the Practical Skills Checklist as well. Your TasTAFE Assessor will work with your employer to identify a Supervisor to complete this Third Party Feedback.

The Assessment Package contains the instructions for all the assessment tasks. To gain a CP (competent) result, you must satisfactorily complete all assessment tasks contained in the Assessment Package.

PROCESS FOR ASSESSMENT

The assessor will make a judgement about your competence in the unit based on all the evidence that is presented and provide genuine feedback on individual assessment tasks. If you wish to appeal any assessment decision you must follow the steps outlined by TasTAFE policy as per the TasTAFE Student Information Guide (Assessment Appeals). For further information about assessments and results, please see the TasTAFE website “Assessment and Results”.

<http://www.tastafe.tas.edu.au/current/assessment-and-results/>

REASONABLE ADJUSTMENT

Assessments will require literacy skills to be able to read instructions, plans, specifications, and legislation and numeracy skills to calculate materials and quantities. Reasonable adjustments can be made in assessment procedures so that people have an opportunity to demonstrate knowledge in situations where literacy or numeracy may be an issue. Adjustments can be made to the way in which your assessment evidence is collected. We provide all students who require reasonable adjustment with opportunities to access and utilise appropriate support and alternative assessment methods.

Examples of reasonable adjustment:

- Verbal questioning in place of written questions when required
- Disability support persons provided for students with special needs (eg. Interpreter for hearing impaired students).

Please discuss with your Assessor, if you have any additional needs that need to be taken into account for this assessment.

DUE DATES FOR ASSESSMENT TASKS

Your teacher will negotiate a reasonable due date for assessment tasks to be submitted. It is important that you submit your work on time or renegotiate an alternative date prior to the due date.

APPEAL PROCESS

Students have the right to appeal against assessment decisions made. If you feel that an assessment result is unjust or unfair you have the right to request more information or feedback about the assessment decision. You may also ask for a re-assessment. If you have an issue with an assessment decision or outcome it is encouraged that you discuss this with the teacher who conducted the assessment. If this does not resolve the matter you can talk to the Education Manager. More information is contained within the TasTAFE Student Information Guide or on the TasTAFE website under “Current Students” <https://www.tastafe.tas.edu.au/current/rights-and-responsibilities/feedback/>

ACHIEVING COMPETENCE

Each task will be individually marked as either **Complete** or **Not Yet Complete**. Once all of the assessment tasks are marked as **Complete** you will receive a result of CP (competent) for the unit or cluster of units.

WHAT HAPPENS IF YOUR WORK IS NOT AT THE REQUIRED STANDARD?

If an assessment task is marked **Not Yet Complete** you will be given feedback and the opportunity to re-attempt the assessment task. Please discuss with your Assessor the areas where your assessment was deficient, and revisit any learning material that applies to that assessment. You will have two (2) opportunities for re-attempt the assessment task before a result of Not Competent (NP) is recorded.

RETENTION OF STUDENT ASSESSMENTS

Your completed assessments will be retained for six months after you have been deemed competent in the unit(s). This is to assist TasTAFE meet their regulatory obligations of ensuring assessment meet the requirements of the units of competence. External auditors will view completed assessment items as part of the audit process.

RECOGNITION OF PRIOR LEARNING AND SKILLS

TasTAFE is committed to ensuring the opportunity to apply for Recognition is made available to all students and that, as far as possible, the Recognition process is streamlined, individualised, holistic and applied/task based.

Recognition assessment is an extension of normal assessment process, and requires no less assessment than what is established for general course assessment. In the same way as course based assessment, Recognition is conducted according to the principles of assessment and rules of evidence.

Key assessment methods may include, but are not limited to:

- Competency conversation
- Observation of practical tasks
- Observation of performance in the workplace and/or simulated workplace environment
- Provision of workplace documentation related to unit requirements

More information is contained within the TasTAFE Student Information Guide or on the TasTAFE website.

<http://www.tastafe.tas.edu.au/future/recognition/>

WORKPLACE EVIDENCE

To make sure that you are getting the experience in the workplace you need to complete your qualification, you will need to collect evidence of what tasks/jobs you have been doing at work.

MyProfiling is an electronic method (App or www.my.edu.au) which you use to gather evidence. It is a simple process that can be completed daily on your smart phone or on a computer. You will be provided with login details once you enrol.