



**Central  
Regional**



Course

# Pre-Enrolment Guide

Training Area:

**Building and Construction**

Training Product:

**52893WA-AD12**

**Certificate II in Building &  
Construction**

**(Pathway - Trades)**



# Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





# Your Campus. Your Training. Your Career.


At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.





# Course Information

## 52893WA Certificate II in Building and Construction (Pathway - Trades)

|   |  |
|---|--|
| <b>Release number</b>                                 | Accredited from 10/3/2022 to 31/3/2027   |
| <b>Required number of units for course completion</b> | 14 units (8 core 6 elective) Plus Work Placement                                   |
| <b>Duration</b>                                       | 20 weeks over 2 Terms, the study pattern will consist of 6 hours, 2 days per week. |
| <b>Location</b>                                       | Geraldton Central Regional TAFE + Work Placement                                   |
| <b>Delivery mode</b>                                  | Classroom  |

### IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

### Information you need to know about the course

Before enrolling in this course, it is important to understand the physical, mental, environmental, cultural, and workplace requirements that may be involved. Students may be expected to undertake physically demanding tasks such as standing for long periods, working at heights or in confined spaces, and operating tools or machinery, while also managing the emotional demands that can arise when working in challenging or unpredictable situations. Training may occur outdoors or in environments with noise, heat, cold, or waste exposure, and some activities may involve cultural considerations such as working with a diverse group in close contact.

The Carpentry pathway is ideal for learners who enjoy hands-on, practical work and want to develop skills used every day on construction sites. This pathway focuses on:

### Core Skills You'll Learn

- Using hand and power tools safely and effectively
- Reading and interpreting plans
- Measuring, marking out, and cutting materials
- Constructing basic structures such as, floors, and formwork
- Working with timber and manufactured products
- Understanding site safety, signage, and workplace communication
- Applying building codes and standards in practical tasks

### What the Training Looks Like

- Highly practical training with regular workshop and site-based tasks
- Projects that build from basic skills to more complex construction activities

- Both individual and group tasks to simulate real worksite conditions
- Completion of workplace documentation such as:
- Safe work method statements
- Job cards
- Material lists

## Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study.

This is an entry-level course designed to provide the learner with the opportunity to complete a common core set of units from the CPC package, that is shared with a group of seven (7) trade pathways linked to ten (10) occupations. One of the seven (7) pathways is chosen, and these follow the listed partial trade-specific streams in the construction industry:

- Bricklaying / Blocklaying
- Solid Plastering
- Wall and Ceiling Lining
- Wall and Floor Tiling
- Painting and Decorating
- Carpentry or Joinery
- Mortar Trades

Further details can be found on our website [here](#).

## National Course Entry Requirements

NIL

## Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Basic LLND skills, Year 10 English and Maths or equivalent.

**Before you enrol**, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, the method of LLND review will be in the form of an interview with the lecturer before enrolment.

## Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies

- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

## Learning Resources

You will need the following learning resources for your course:

### Textbooks

Will be provided to use in class

### Online learning materials

Microsoft Teams will be used during class

## Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- “First pair” of Safety glasses and ear protection will be provided by TAFE
- Pens, pencils, eraser, ruler & whiteout
- Coloured highlighters (minimum of 3 different colours)
- Basic calculator (mobile phone)
- Notepad
- Steel cap boots
- Wide brim hat
- Water bottle

## CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

## Work Placement

A mandatory work placement of 150 hours is required for this course. Your lecturer will organise your work placement and will consult with you to ensure the location and arrangements are accessible and suitable to your individual needs.

If you are already employed or have identified a potential workplace for your placement, your lecturer will check its suitability for meeting course requirements. If your chosen workplace does not meet all of the course requirements, you may need to complete part of your work placement at a different workplace to ensure all requirements are covered. Your lecturer will identify another suitable workplace in this instance.

## My Portal

There is a variety of information available to students on our website under [Current Students](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE

- Blackboard - links directly to the Blackboard e-learning platform

## Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

## Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

**Note:** CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

## Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

## Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

### Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

### Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

## **Contacts:**

### **Lecturer contact details:**

Name: Paul Healy

Phone number: 1800 672 700

Email: [paul.healy@crtafe.wa.edu.au](mailto:paul.healy@crtafe.wa.edu.au)

Building: L Block

Availability: Monday – Friday 8am to 3pm

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or [enquiries@crtafe.wa.edu.au](mailto:enquiries@crtafe.wa.edu.au).

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to [www.jobsandskills.wa.gov.au](http://www.jobsandskills.wa.gov.au).

## **Award**

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

## **Further Resources and Information**

More information can be found in our Student Handbook, available for download off our website [here](#).

## **Notification of Changes to the Course**

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

## **Timetable and Training Hours**

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.



| TIME                                   | MONDAY  | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---------|---------|-----------|----------|--------|
| 8:00am-12:00 pm                        | S Block | S Block |           |          |        |
| <b>12:00 pm - 12:45 pm LUNCH BREAK</b> |         |         |           |          |        |
| 12:45 pm-3:30 pm                       | S Block | S Block |           |          |        |

### Assessment Methods

For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

### Overview of Training Hours

The table below outlines the units you need to complete. It shows the types of training you are required to do and approximately how much time they should take. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

| Stage      | National ID   | Unit Of Competency   |              |           |                |                                    |                        |       | Delivery Mode | Core / Elective | Pre-Requisites National Code/s |             |
|------------|---|--|--------------|-----------|----------------|------------------------------------|------------------------|-------|---------------|-----------------|--------------------------------|-------------|
|            |   |  | Face to Face | Workshops | Work Placement | Structured Out Of Class Activities | Tutorial Study Support | Total |               |                 |                                | Assessment  |
| Year Long  | CPCCCA3003  | Install flooring systems [OCP10]   | 8.00         | 32.00     |                |                                    |                        | 40.00 | 2.00          |                 | Elective                       |             |
|            | ASBAWA201   | Practice asbestos awareness in the construction industry [AZ164]                     | 2.00         | 3.00      |                |                                    |                        | 5.00  | 2.00          | Face To Face    | Core                           |             |
|            | AW867   | Module 2 (Commenced) [AW867]   |              |           | 50.00          |                                    |                        | 50.00 |               | Work Placement  | Core                           |             |
|            | AW868   | Module 3 (Mid-point) [AW868]   |              |           | 50.00          |                                    |                        | 50.00 |               | Work Placement  | Core                           |             |
|            | AW869   | Module 4 (Completed) [AW869]   |              |           | 50.00          |                                    |                        | 50.00 |               | Work Placement  | Core                           |             |
|            | CPCCOM1012  | Work effectively and sustainably in the construction industry [OCQ60]                | 4.00         | 6.00      |                | 0.00                               |                        | 10.00 | 2.00          | Face To Face    | Core                           |             |
|            | CPCCOM1013  | Plan and organise work [OCP77]   | 4.00         | 6.00      |                | 0.00                               |                        | 10.00 | 2.00          | Face To Face    | Core                           |             |
|            | CPCCOM1014  | Conduct workplace communication [OCQ61]  | 4.00         | 6.00      |                | 0.00                               |                        | 10.00 | 2.00          | Face To Face    | Core                           |             |
|            | CPCCOM1015  | Carry out measurements and calculations [OCP93]                                      | 4.00         | 8.00      |                | 0.00                               |                        | 12.00 | 2.00          | Face To Face    | Core                           |             |
|            | CPCCOM2001  | Read and interpret plans and specifications [OCN76]                                  | 4.00         | 10.00     |                | 0.00                               |                        | 14.00 | 4.00          | Face To Face    | Core                           | CPCCWHS2001 |
|            | CPCCWHS2001   | Apply WHS requirements, policies and procedures in the construction industry [OAP37] | 6.00         | 15.00     |                | 0.00                               |                        | 21.00 | 4.00          | Face To Face    | Core                           |             |
|            | CPCWHS1001  | Prepare to work safely in the construction industry [ODX74]                          | 2.00         | 2.00      |                |                                    |                        | 4.00  | 2.00          | Face To Face    | Core                           |             |
|            | CPCCCA2002  | Use carpentry tools and equipment [OCR13]  | 12.00        | 24.00     |                | 0.00                               |                        | 36.00 | 4.00          | Face To Face    | Elective                       | CPCCWHS2001 |
|            | CPCCCA3002  | Carry out setting out [OCQ93]  | 4.00         | 8.00      |                | 0.00                               |                        | 12.00 | 2.00          | Face To Face    | Elective                       | CPCCWHS2001 |
|            | CPCCCM2006  | Apply basic levelling procedures [BBA83]   | 6.00         | 10.00     |                | 0.00                               |                        | 16.00 | 2.00          | Face To Face    | Elective                       |             |
| CPCCCM2008 | Erect and dismantle restricted height scaffolding [OAP32] | 6.00   | 10.00        |           | 0.00           |                                    | 16.00                  | 2.00  | Face To Face  | Elective        | CPCCWHS2001                    |             |

| Stage     | National ID | Unit Of Competency                           | Face to Face | Workshops | Work Placement | Structured Out Of Class Activities | Tutorial Study Support | Total  | Assessment | Delivery Mode | Core / Elective | Pre-Requisites National Code/s |
|-----------|-------------|--|--------------|-----------|----------------|------------------------------------|------------------------|--------|------------|---------------|-----------------|--------------------------------|
| Year Long | CPCCCO2013  | Carry out concreting to simple forms [OCQ96] | 6.00         | 12.00     |                | 0.00                               |                        | 18.00  | 2.00       | Face To Face  | Elective        | CPCCWHS2001                    |
|           |             | <b>Total</b>                                 | 72.00        | 152.00    | 150.00         | 0.00                               | 0.00                   | 374.00 | 34.00      |               |                 |                                |





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