



Course

Pre-Enrolment Guide

Training Area:

Carpentry

Training Product:

CPC30220

**Certificate III in
Carpentry**



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

CPC30220 Certificate III in Carpentry

Release number	6
Required number of units for course completion	34
Duration	4 years (3 years at TAFE)
Location	Geraldton
Delivery mode	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

Workplace requirements:

- Must be currently employed as an apprentice with a building/carpentry company.
- Students are required to hold CPCWHS1001 Prepare to work safely in the construction industry (White card)

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 a trade qualification for carpenters in residential and commercial workplaces. It includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials.

Occupational titles may include:

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

State and territory jurisdictions may have different licensing, legislative, regulatory or certification requirements. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCWHS1001 Prepare to work safely in the construction industry meets this requirement.

This qualification is suitable for an Australian apprenticeship pathway.

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

National Course Entry Requirements

Entry requirements apply to this course – NIL

Please note students must be indentured apprentices

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.

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 an interview with the lecturer and may include the LLN Robot assessment.

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:

- Printed materials (learner guides, fact sheets, handouts)
- Customised Power Points
- Web links
- Internet access
- College library

Learners will have full access to college suites of applications, including:

- Microsoft 365 - Word, PowerPoint, Excel, Teams

Teams will be the primary online learning system for the duration of the training package.

Textbooks

CR TAFE will organise a set of take-home Cengage textbooks which will be added to your fees and can be picked up on arrival of your first block.

Resources and equipment you need to bring

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

- Stationery
- Safety glasses
- Steel cap boots
- Work pants/shorts
- Basic tool kit e.g. hammer, tape measure, nail bag.
- Water/bottle and Lunch - Food and drinks available at canteen

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.

If you are an apprentice or a trainee, you will be monitored in the workplace to ensure you are gaining the required workplace experience. This may be through Ready Skills, Exemplar, PebblePad or similar and it is essential that this is completed throughout the training.

Travel and Accommodation

Apprentices may be eligible for travel and accommodation allowance (TAA) if you are a Western Australian resident attending TAFE for off the job training and you must travel more than 70 kms (round trip) from your residential address to attend TAFE. Applications must be completed online.

You can access the forms here: [TAA Apprentices](https://www.wa.gov.au/service/education-and-training/vocational-education/travel-and-accommodation-allowance-apprentices-and-trainees). (<https://www.wa.gov.au/service/education-and-training/vocational-education/travel-and-accommodation-allowance-apprentices-and-trainees>)

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: Andrew Newman

Phone number: 9656 2877

Email: andrew.newman@crtafe.wa.edu.au

Building: L - Block

Availability: Monday to Friday 0830 - 1630

Lecturer contact details:

Name: Mitchell Jackson

Phone number: 1800 672 700

Email: mitch.jackson@crtafe.wa.edu.au

Building: L - Block

Availability: Monday to Friday 0830 - 1630

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.

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.

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 :30 am- 12:00 pm	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm- 4:00 pm	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop	CR-Tafe L – Block Classroom/ Workshop

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	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
Block 1A - Term 2	CPCCCA2002	Use carpentry tools and equipment [OCR13]	8.00	28.00				36.00	4.00	Face To Face	Core	CPCCWHS2001
	CPCCOM1015	Carry out measurements and calculations [OCP93]	9.00	4.00				13.00	3.00	Face To Face	Core	
	CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry [OAP37]	12.00	8.00				20.00	4.00	Face To Face	Core	
Block 1B - Term 3	CPCCCM2008	Erect and dismantle restricted height scaffolding [OAP32]	6.00	7.00				13.00	3.00	Face To Face	Core	CPCCWHS2001
	CPCCCM2012	Work safely at heights [OCQ90]	6.00	8.00				14.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCO2013	Carry out concreting to simple forms [OCQ96]	6.00	16.00				22.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCOM1012	Work effectively and sustainably in the construction industry [OCQ60]	4.00	3.00				7.00	2.00	Face To Face	Core	
	CPCCCM3001	Operate elevated work platforms up to 11 metres [BBA88]	4.00	9.00				13.00	2.00	Face To Face	Elective	
Block 1C - Term 4	CPCCCA3002	Carry out setting out [OCQ93]	4.00	6.00				10.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3003	Install flooring systems [OCP10]	8.00	30.00				38.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work [OCO18]	8.00	18.00				26.00	2.00	Face To Face	Core	CPCCWHS2001
Block 1D - Term 4	CPCCCA2011	Handle carpentry materials [OCP51]	4.00	10.00				14.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3004	Construct and erect wall frames [OCR12]	10.00	28.00				38.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3012	Frame and fit wet area fixtures [OCP19]	8.00	14.00				22.00	2.00	Face To Face	Elective	CPCCWHS2001
Block 2A - Term 1	CPCCCA3005	Construct ceiling frames [OCM76]	6.00	16.00				22.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3006	Erect roof trusses [OCQ98]	10.00	28.00				38.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCM2006	Apply basic levelling procedures [BBA83]	6.00	4.00				10.00	2.00	Face To Face	Core	

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
Block 2A - Term 1	CPCCCA3014	Construct and install bulkheads [OCR07]	4.00	22.00				26.00	2.00	Face To Face	Elective	
Block 2B - Term 1 & 2	CPCCCA3007	Construct pitched roofs [OCR02]	12.00	22.00				34.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3008	Construct eaves [OCR10]	12.00	6.00				18.00	2.00	Face To Face	Core	CPCCWHS2001
Block 2C - Term 2 & 3	CPCCCA3010	Install windows and doors [OCQ55]	6.00	24.00				30.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3024	Install lining, panelling and moulding [OCO05]	6.00	24.00				30.00	3.00	Face To Face	Core	CPCCWHS2001
	CPCCOM1013	Plan and organise work [OCP77]	6.00	8.00				14.00	2.00	Face To Face	Elective	
Block 2D - Term 3	CPCCCA3001	Carry out general demolition of minor building structures [OAP29]	10.00	12.00				22.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3017	Install exterior cladding [OCO06]	10.00	28.00				38.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCCOM1014	Conduct workplace communication [OCQ61]	4.00	10.00				14.00	2.00	Face To Face	Core	
Block 3A - Term 1	CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground [OCN01]	6.00	16.00				22.00	2.00	Face To Face	Core	CPCCWHS2001
	CPCWHS3001	Identify construction work hazards and select risk control strategies [OCM04]	6.00	10.00				16.00	4.00	Face To Face	Core	
	CPCCCA3019	Erect and dismantle formwork to suspended slabs, columns, beams and walls [OCN33]	15.00	28.00				43.00	3.00	Face To Face	Elective	
Block 3B - Term 2	CPCCCA3016	Construct, assemble and install timber external stairs [OCR06]	10.00	26.00				36.00	4.00	Face To Face	Core	CPCCWHS2001
	CPCCCA3018	Construct, erect and dismantle formwork for stairs and ramps [OCR04]	10.00	26.00				36.00	4.00	Face To Face	Elective	
Block 3C - Term 3 & 4	CPCCOM3001	Perform construction calculations to determine carpentry material requirements [OCQ58]	8.00	13.00				21.00	4.00	Face To Face	Core	
	CPCCOM3006	Carry out levelling operations [OCP15]	6.00	16.00				22.00	2.00	Face To Face	Core	

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
Block 3C - Term 3 & 4	CPCCCM3005	Calculate costs of construction work [BBA89]	5.00	13.00				18.00	2.00	Face To Face	Elective	
		Total	255.00	541.00	0.00	0.00	0.00	796.00	84.00			



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