


Training Plan for BCG30203 Certificate III in Carpentry

The purpose of this training plan is to give necessary information to the prospective trainees prior to enrolling in the course, and during the probationary period.

- Following enrolment, there is a probationary period during which the Training organisation, employer and apprentice/trainee negotiate the terms of the training plan, such as completion dates and maximum duration.
- This training plan can be altered for minor issues if all parties agree. If the change is major – a change of qualification or training organisation – a new training plan must be prepared and signed by all parties.
- The employer and apprentice are aware of the Queensland government requirement for the apprentice to be withdrawn from productive routine work duties for a minimum of three hours per week for structured training.
- This training plan **MUST** be signed by all parties prior to commencement of training.

	<p>Training organisation & Employer: Eco Cottages Pty Ltd PO Box 134, Pomona QLD 4568 Phone: (07) 5485 1983 A.B.N. 65 124 625 458 State Provider Number 414 National Provider Number 31611</p>	<p>Apprentice/Trainee: «Given_Name» «Surname» «Street», «Suburb» «State» «Postcode» Phone: 0«Home_Phone» Mobile: 0«Mobile» Email: «Email» Date of birth: «DOB»</p>	<p>Qualification details: Title: Certificate III in Carpentry NTIS Code: BCG30203 Commencement date: 30 January 2009 Planned completion date: Maximum duration: Training contract mode: <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> school-based</p>
<p>Responsibilities:</p>	<ul style="list-style-type: none"> • Provide workplace tasks • Provide structured training as soon as possible • Provide recognition of skills for the apprentice/trainee • Provide a Learner Record book for each unit • Complete trainer and assessor fields and sign off the trainee's progress in Learner Record book for each unit 	<ul style="list-style-type: none"> • Undertake the training • Record your progress in the Learner Record book for each unit. You will be told by your Trainer when to do this 	<p>Trainer: Nathan Phipps</p> <p>Assessor: Greg Phipps</p>

Apprentice Signature:

Trainer Signature:

Assessor Signature:

Date: _____/_____/_____

Date: _____/_____/_____

Date: _____/_____/_____

The first column lists the unit code and title; ** means the unit is a pre-requisite; * means it requires the pre-requisite shown in ***bold italics***. Nom. (Nominal) Hours is the time required to complete the unit, as agreed to by State and Territory authorities.

All units contain both on- and off-the-job training, as well as structured classroom training. Your performance in all units will be assessed through direct observation, oral and written questions, and work samples.

The proposed start and completion dates will be filled out by the Trainer before you start the unit; he will then fill his initial. Once training is complete, you will receive a mark: C (Competent), NYC (Not Yet Competent) or CREDIT TRANSFER (for units that you have already completed under the Cert I Off-site Carpentry)

The date of assessment is put under the mark, and the trainer will sign his name in the final column.

19 Core units and 11 Elective units must be completed. Core units cannot be substituted. A maximum of 2 Elective units can be substituted with units from the General Construction training package.

Competencies	Nom. Hours	Proposed start date	Proposed completion date	Trainer initials	Assessment Outcome C / NYC / CREDIT and date	Trainer signature
**BCGCM1001B Follow OH&S policies and procedures	40					
* BCGCM1002B Work effectively in the General Construction Industry <i>BCGCM1001B prerequisite unit</i>	20					
* BCGCM1003B Plan and organise work <i>BCGCM1001B prerequisite unit</i>	20					
* BCGCM1004B Conduct workplace communication <i>BCGCM1001B prerequisite unit</i>	20					
* BCGCM1005B Carry out measurements and calculations <i>BCGCM1001B prerequisite unit</i>	20					
BCGCM2001B Read and interpret plans and specifications	36					
1 * BCGCM2002B Carry out excavation <i>BCGCM1001B prerequisite unit</i>	16					
* BCGCM2007B Use explosive power tools <i>BCGCM1001B prerequisite unit</i>	16					
2 * BCGCM2008B Erect and dismantle restricted height scaffolding <i>BCGCM1001B prerequisite unit</i>	40					
* BCGCA2001B Handle carpentry materials <i>BCGCM1001B prerequisite unit</i>	16					
* BCGCA2002B Use carpentry tools and equipment <i>BCGCM1001B prerequisite unit</i>	96					
* BCGCO2003B Carry out concreting to simple forms <i>BCGCM1001B prerequisite unit</i>	16					
3 * BCGCA3001B Carry out general demolition to minor building structures <i>BCGCM1001B prerequisite unit</i>	32					
4 * BCGCA3002B Carry out setting out <i>BCGCM1001B prerequisite unit</i>	12					
5 * BCGCA3004B Construct wall frames <i>BCGCM1001B prerequisite unit</i>	60					
6 * BCGCA3005B Construct ceiling frames <i>BCGCM1001B prerequisite unit</i>	32					

Competencies	Nom. Hours	Proposed start date	Proposed completion date	Trainer initials	Assessment Outcome C / NYC / CREDIT and date	Trainer signature
7 * BCGCA3007B Construct a pitched roof BCGCM1001B prerequisite unit	60					
8 * BCGCA3010B Install and replace windows and doors BCGCM1001B prerequisite unit	32					
9 * BCGCA3023B Carry out levelling operations BCGCM1001B, BCGCM2006B Apply basic levelling procedures prerequisite units	24					
1 * BCGCM3001B Operate elevated work platforms BCGCM1001B prerequisite unit	32					
2 * BCGCA3003B Install flooring systems BCGCM1001B prerequisite unit	24					
3 * BCGCA3006B Erect roof trusses BCGCM1001B prerequisite unit	24					
4 * BCGCA3008B Construct eaves BCGCM1001B prerequisite unit	20					
5 * BCGCA3012B Frame and fit wet area fixtures BCGCM1001B prerequisite unit	24					
6 * BCGCA31013B Install lining, panelling and moulding BCGCM1001B prerequisite unit	40					
7 * BCGCA3016B Construct timber external stairs BCGCM1001B prerequisite unit	36					
8 * BCGCA3017B Install exterior cladding BCGCM1001B prerequisite unit	20					
12 * BCF3009A Setting out of windows and doors BCG2012A Make set outs, BCG2016A Prepare for off-site manufacturing process, BCG3008A Identify window and door construction prerequisite units	8					
15 * BCF3010A Manufacture components for door and window frames, doors and sashes BCG2001A Prepare surfaces, BCF3001A Set up static machinery, BCF3009A Setting out of windows and doors prerequisite units	40					
17 * BCF3011A Assemble doors and windows BCF2013A Assemble components prerequisite unit	16					

Prerequisite units *These must be completed prior to commencement of specified units above*

Competencies	Nom. Hours	Proposed start date	Proposed completion date	Trainer initials	Assessment Outcome C / NYC / CREDIT and date	Trainer signature
** BCGCM2006B Apply basic levelling procedures	8					
9 ** BCG2012A Make set outs	8					
10 ** BCF2016A Prepare for off-site manufacturing process	32					
11 ** BCF3008A Identify window and door construction	8					
12 ** BCF3009A Setting out of windows and doors	8					
13 ** BCG2001A Prepare surfaces	20					
14 ** BCF3001A Set up static machinery	12					
16 ** BCF2013A Assemble components	32					