Contents

Section 1: Competency standard

The CPC08 Construction, Plumbing and Services Integrated Framework Training Package was developed by the Construction and Property Services Industry Skills Council in consultation with industry stakeholders including employers, unions, peak bodies, professional associations, regulatory bodies, registered training organisations (RTOs) and other relevant parties. The training package specifies the skills and knowledge required to perform effectively in the workplace.

Individual units of competency are nationally agreed statements that describe work outcomes and can stand alone when applied in the workplace.

This section outlines the requirements of the unit of competency for *CPCCWP2004A Prepare surfaces for waterproofing application.*

Section one contains the following information:

1.1   Elements of competency and performance criteria

1.2   Range statement

1.3   Essential knowledge and skills

1.4   Evidence guide

1.5   Employability skills

1.6   Skill sets

1.7   Recognition assessment

1.1 Elements of competency and performance criteria

The elements of competency define the skills required to perform a work activity. They describe the required outcomes that need to be assessed.

The performance criteria define the level of skill necessary to achieve the requirements of the element.

The following table maps the content in the Aspire *CPCCWP2004A Prepare surfaces for waterproofing application* workbook to the unit of competency.

CPCCWP2004A Prepare surfaces for waterproofing application	Where covered in the learner workbook
Element 1: Plan and prepare	**Element 1: Planning and preparing**
1.1 Work instructions and operational details are obtained using relevant information, confirmed and applied for planning and preparation purposes	1.1 Obtaining, confirming and applying work instructions and operational details
1.2 Safety (OHS) requirements are followed in accordance with safety plans and policies	1.2 Following safety requirements
1.3 Signage and barricade requirements are identified and implemented	1.3 Identifying and implementing signage and barricade requirements
1.4 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement	1.4 Selecting and checking the required tools and equipment
1.5 Material quantity requirements are calculated in accordance with plans and specifications and quality requirements	1.5 Calculating material quantity requirements
1.6 Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use	1.6 Identifying, preparing and handling appropriate materials
1.7 Environmental requirements are identified for the project in accordance with environmental plans and regulatory obligations and applied	1.7 Identifying and applying environmental requirements
Element 2: Prepare work area	**Element 2: Preparing work area**
2.1 Area to be waterproofed is identified from plans and specifications	2.1 Identifying area to be waterproofed
2.2 Surface to be waterproofed is inspected and tested to determine appropriateness of the installation and any contaminants, moisture or incompatible materials	2.2 Inspecting and testing surface to be waterproofed

1.5 Employability skills

The Employability Skills Framework (2002) developed by the Australian Chamber of Commerce and Industry and the Business Council of Australia lists the employability skills. They are:

- communication

- teamwork

- planning and organising

- initiative and enterprise

- problem-solving

- self-management

- technology

- learning.

Training packages now have employability skills embedded into each unit of competency. As the trainer, you should understand the range of employability skills and how you can assist the learner to develop them. Make sure all learners are familiar with employability skills. It is your job to know where they are embedded.

You should explain the importance of having these skills to the learner and that these skills will develop as the learner goes about their daily work or when they practise the tasks in the workbook. Help the learner to read the employability skills section at the front of the workbook.

Identify how the learner can demonstrate they have acquired the skills. Encourage the learner to think about employability skills each time they complete a chapter in the Aspire workbook. Ask them to complete the employability skills table after the final assessment. Learners should document what they did to develop each employability skill. They may describe some work or task they completed. For example, they may describe or demonstrate how they created their work area or tell you how they solved a problem.

Facets of the employability skills

The following facets of the employability skills apply generally to work in the construction industry, with specific customisation required to address work at different levels and sectors of the industry.

Communication	Teamwork	Problem-solving	Initiative and enterprise	Planning and organising	Self management	Learning	Technology
Listening and understanding	Working as an individual and a team member	Developing practical and creative solutions to workplace problems	Adapting to new situations	Collecting, analysing and organising information	Being self-motivated	Being open to learning new skills and techniques	Using technology and related workplace equipment
Speaking clearly/directly	Working with diverse individuals and groups	Showing independence and initiative in identifying problems	Being creative in response to workplace challenges	Using basic business systems for planning and organising	Articulating own ideas and vision	Learning in a range of settings including informal learning	Using technology to organise data
Reading and interpreting workplace-related documentation	Applying knowledge of own role as part of a team	Solving problems individually or in teams	Identifying opportunities that might not be obvious to others	Being appropriately resourceful	Balancing own ideas, values and vision with workplace values and requirements	Participating in ongoing learning	Adapting to new technology skill requirements
Writing to address audience needs	Applying teamwork skills to a range of situations	Applying a range of strategies in problem-solving	Generating a range of options in response to workplace matters	Taking initiative and making decisions within your workplace role	Monitoring and evaluating own performance	Learning in order to accommodate change	Applying OHS knowledge when using technology
Interpreting the needs of internal/external clients	Identifying and utilising the strengths of other team members	Using numeracy skills to solve problems	Translating ideas into action	Participating in continuous improvement and planning processes	Taking responsibility at the appropriate level	Applying learning to technical and people issues	Having the appropriate physical capacity to use technology
Applying numeracy skills to workplace requirements	Giving feedback, coaching and mentoring	Testing assumptions and taking context into account	Developing innovative solutions	Working within or establishing clear work goals and deliverables		Taking responsibility for own learning	
Establishing and using networks		Listening to and resolving concerns in relation to workplace issues	Developing a strategic, creative, long-term vision	Determining or applying required resources		Contributing to the learning of others	
Sharing information		Resolving client concerns relative to workplace responsibilities		Allocating people and other resources to tasks and workplace requirements		Applying a range of learning approaches	
Negotiating responsively				Managing time and priorities			
Persuading effectively				Adapting resource allocations to cope with contingencies			
Being appropriately assertive							
Empathising							

3.5 Assessment mapping

Methods of assessment mapped to the workbook

Assessment methods are the particular techniques used to gather different types of evidence. The mix of evidence gathered to demonstrate competency is dependent on the context of the assessment and the background of the candidate.

The following table outlines the different methods of assessment used in the Aspire *CPCCWP2004A Prepare surfaces for waterproofing application* learner workbook.

Methods of assessment				
Assessment method	**Section task**	**Assessment activity**	**Final assessment**	**Alternative final assessment**
Question/answer	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 4.1, 4.2	Activity 1 Activity 2 Activity 3 Activity 4	Part C	✓
Observation/demonstration			Part A	
Case study			Part C	✓
Role-play				
Training log, diary or journal				
Portfolio, reports, work samples	1.7, 3.1, 3.10		Part B	
Third-party reports				

Essential knowledge checklist

Institution:			
Candidate's name:			
Unit of competency: *CPCCWP2004A Prepare surfaces for waterproofing application*			
Trainer/assessor:			
Date:			

Did the candidate show their knowledge of:	Yes	No	N/A
▪ building structures and work scheduling	☐	☐	☐
▪ characteristics, compatibility and applications of waterproofing materials and adhesives	☐	☐	☐
▪ construction systems and waterproofing considerations and requirements	☐	☐	☐
▪ contaminants in waterproofing processes	☐	☐	☐
▪ flashing and termination detailing	☐	☐	☐
▪ general construction terminology	☐	☐	☐
▪ job safety analysis (JSA) and safe work method statements	☐	☐	☐
▪ levels and falls	☐	☐	☐
▪ material safety data sheets (MSDS) and the handling of hazardous materials	☐	☐	☐
▪ materials handling, storage and environmentally friendly waste management	☐	☐	☐
▪ plans, drawings and specifications	☐	☐	☐
▪ plant, tools and equipment types, characteristics, uses and limitations	☐	☐	☐
▪ preparation of surfaces for waterproofing application techniques	☐	☐	☐
▪ principles and considerations of water exclusion	☐	☐	☐
▪ processes for the calculation of material requirements	☐	☐	☐
▪ quality requirements	☐	☐	☐

▪ waterproofing process materials, including durability, compatibility, applications and protection requirements	☐	☐	☐
▪ workplace and equipment safety requirements	☐	☐	☐
In the assessment/s of the candidate's essential knowledge, did they demonstrate the four dimensions of competency?			
Task skills	☐	☐	☐
Task management skills	☐	☐	☐
Contingency management skills	☐	☐	☐
Job/role environment skills	☐	☐	☐

The candidate's performance was:	☐ Not satisfactory	☐ Satisfactory

Feedback to candidate:

Candidate signature:	
Assessor/trainer signature:	

Essential skills checklist

Institution: Wired Distribution

Candidate's name: Marco Seitz

Unit of competency: *TLIF307C Implement and monitor occupational health and safety procedures*

Trainer/assessor: Patrick Stapleton

Date: 20/10/2011

Did the candidate demonstrate the ability to:	Yes	No	N/A
▪ communicate effectively with others when implementing and monitoring compliance with OHS procedure and policies	✓	☐	☐
▪ read and interpret instructions, procedures, information and signs relevant to the implementation and monitoring of compliance with OHS procedure and policies	✓	☐	☐
▪ identify containers and goods coding, ADG and IMDG markings and, where applicable, emergency information panels	✓	☐	☐
▪ interpret and follow operational instructions and prioritise work	✓	☐	☐
▪ complete documentation related to the implementation and monitoring of compliance with OHS procedure and policies	✓	☐	☐
▪ operate electronic communication equipment to required protocol	✓	☐	☐
▪ estimate the size, shape and special requirements of loads	☐	☐	✓
▪ work collaboratively with others when implementing and monitoring compliance with OHS procedure and policies	✓	☐	☐
▪ adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others	✓	☐	☐
▪ promptly report and/or rectify any identified problems, faults or malfunctions that may arise when implementing and monitoring compliance with OHS procedure and policies in accordance with regulatory requirements and workplace procedures	☐	☐	✓
▪ implement contingency plans for unanticipated situations that may occur when implementing and monitoring compliance with OHS procedure and policies	✓	☐	☐
▪ ensure that precautions and required action are taken to minimise, control or eliminate hazards that may exist during work activities	✓	☐	☐
▪ monitor work activities in terms of planned schedule	✓	☐	☐
▪ modify activities depending on differing operational contingencies, risk situations and environments	✓	☐	☐
▪ apply fatigue management knowledge and techniques	✓	☐	☐

▪ work systematically with required attention to detail without injury to self or others, or damage to goods or equipment	✓	☐	☐
▪ operate and adapt to differences in equipment in accordance with standard operating procedures	☐	☐	✓
▪ select and use required personal protective equipment conforming to industry and OHS standards	✓	☐	☐
▪ monitor performance of equipment	☐	☐	✓
▪ service equipment in terms of maintenance schedule and standard operating procedures	☐	☐	✓
▪ check and replenish fluids and carry out lubrication processes in the course of work activities.	☐	☐	✓
In the assessment/s of the candidate's essential skills, did they demonstrate the four dimensions of competency?			
Task skills	✓	☐	☐
Task management skills	✓	☐	☐
Contingency management skills	✓	☐	☐
Job/role environment skills	✓	☐	☐

The candidate's performance was:	☐ Not satisfactory	✓ **Satisfactory**

Feedback to candidate:

You have a strong understanding of the competency standard on which you are being assessed and have applied the elements of this to the roles and responsibilities of an OHS officer in the workplace.

The elements of the competency that you have successfully completed indicate your ability to:

- access OHS information
- implement and monitor procedures for identifying and assessing hazards
- implement and monitor procedures for controlling risks
- plan and supervise housekeeping arrangements
- deal with hazardous events

By comprehensively completing the self assessment checklist you identified your strengths and weaknesses and aspects that required attention.

You need to be aware that legislation and the accompanying regulations as related to OHS are frequently updated and modified; regularly familiarise yourself and update documentation and manuals as required.

Developing a positive working relationship with Ben has been invaluable and has benefited both your success and that of your workplace.

Assessor's signature:	*Patrick Stapleton*
Candidate's signature:	*Marco Seitz*