

Facilities and Equipment Checklist

Qualification:	22338VIC Certificate II in Building Construction Pre-Apprenticeship		
School:			
Reviewed by:		Date:	

Qualification Description

The aim of the 22338VIC Certificate II in Building and Construction Pre-apprenticeship is to provide learners with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the Certificate III level. The combined skills and knowledge of the pre-apprenticeship course does not provide for a job outcome as a qualified tradesperson as this course is intended to prepare individuals for further training.

Instructions

Review and select the units being undertaken in this qualification.

Note:

- If an alternative unit is selected that has not been listed, please contact AIET.
- Teachers and students must have access to digital devices for the purposes of capturing photographic or video evidence. This may be students' personal devices according to relevant school policy, or provided by the school.

Tick all relevant units being delivered:	Units	
Core Units		
✓	CPCCCM1012A	Work effectively and sustainably in the construction industry
✓	CPCCCM1014A	Conduct workplace communication
✓	CPCCCM1015A	Carry out measurements and calculations
✓	CPCCCM2006	Apply basic levelling procedures
✓	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
✓	CPCCWHS1001	Prepare to work safely in the construction industry
✓	HLTAID002	Provide basic emergency life support
✓	VU22014	Prepare for work in the building and construction industry
✓	VU22015	Interpret and apply basic plans and drawings
✓	VU22016	Erect and safely use working platforms
Elective Units (tick all that apply)		
☐	VU22022	Identify and handle carpentry tools and equipment
☐	VU22023	Perform basic setting out
☐	VU22024	Construct basic sub-floor
☐	VU22025	Construct basic wall frames
☐	VU22026	Construct a basic roof frame
☐	VU22027	Install basic external cladding
☐	VU22028	Install basic window and door frames

<input type="checkbox"/>	VU22029	Install interior fixings
<input type="checkbox"/>	VU22030	Carry out basic demolition for timber structures
<input type="checkbox"/>	VU22031	Construct basic formwork for concreting

SAMPLE

Instructions

Review the equipment requirements for the qualification. Notes on equipment in place can be included in the Notes/Details column Where possible photos should be taken to be submitted with this checklist.

- Table 1: All items in Table 1 must be checked as available
- Table 2: Please provide information related to all elective units being delivered.

Resources unavailable:

Where the resources do not meet all the assessment conditions listed in the checklist, please note the Action Plan in place for how the requirement will be addressed. (i.e., request to alter elective units in training, arrange for students to be trained and assessed at another facility for all or part of training, equipment being ordered, installation pending etc.)

If appropriate arrangements are not able to be made, please contact the Quality and Compliance Team at AIET on Ph 03 9387 2051 or info@aiet.edu.au

Table 1: Equipment/Resources required for *all* units in this qualification:

Please ensure that all items listed below are available at your school in order to deliver this qualification.

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<p><i>Safety procedures including but are not limited to, one or more of:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> PPE <input type="checkbox"/> Handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures <input type="checkbox"/> Cleaning and/or decontamination of equipment <input type="checkbox"/> machinery guards <input type="checkbox"/> signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures 	<p><i>Isolation tags on order. No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production</i></p>	<p><i><e.g. photo> <e.g. sighted></i></p>
<p>Safety equipment and PPE including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eye protection, hearing protection, hard hat, high visibility retro reflective vest <input type="checkbox"/> First aid kit and evacuation plans 		
<ul style="list-style-type: none"> <input type="checkbox"/> Access to a reliable internet connection and a computer/workstation and research resources 		

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<p>Access to documentation, procedures and specifications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workplace instructions relating to safe work practices and addressing hazards and emergencies, Safety Data Sheets (SDS) <input type="checkbox"/> Appropriate State safety regulations and resources about building/construction industries and job opportunities, professional industry associations <input type="checkbox"/> Relevant workplace induction procedures and equipment manuals, workplace instructions 		
<p>Tools and equipment may include but are not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chisels, hammers, ladders, spirit levels, automatic levels, laser levels, nail guns, nail punches, rulers and tape measures, hand saws, power saws, reciprocating saws, string lines, bars (pinch, wrecking, crow), crow props, abrasive papers, wheelbarrows 		
<p>Materials may include but are not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base boards/plinth, adhesives, plastic, metal, steel, manufactured products, furniture, cement/compressed sheet, fixings, flashings, metal angles, metal cladding, aggregate (crushed rock), bond breaker, plywood, sisalation/vapour barrier, timber, vinyl weatherboards, weatherboard stops, weatherboards, scaffolding, bricks, concrete 		

Table 2: Equipment/Resources required for *individual* units in this qualification:

The units listed below are only units that require additional resources that are not covered in the Table 1 above.

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
Core Units			
SITTIND001 Source and use information on the tourism and travel industry	Additional resources may include: <ul style="list-style-type: none"> <input type="checkbox"/> calculators, laser equipment, rulers, tape measures, trundle wheels 		
CPCCCM2009 Carry out basic demolition	Additional resources may include: <ul style="list-style-type: none"> <input type="checkbox"/> laser levels and targets, measuring tapes and rules, marking equipment, spirit levels and straight edges Equipment <i>must</i> include two of the following: <ul style="list-style-type: none"> <input type="checkbox"/> automatic/optical levels, plumb bobs, water levels 		
HLTAID002 Provide basic emergency life support	First Aid equipment that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Adult and infant resuscitation manikins, Adrenaline auto-injector training device, AED training device, Placebo bronchodilator and spacer device, Roller bandages, Triangular bandage, First Aid kit, Wound dressing, Incident reports 		
VU22015 Interpret and apply basic plans and drawings	Additional resources may include: <ul style="list-style-type: none"> <input type="checkbox"/> Technical reference library with current publications on measurement, design, building construction and manufacturers' product literature Drawing equipment and materials <i>may</i> include but not limited to:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	<input type="checkbox"/> CAD software, compass, computers, drawing boards, eraser, pencils, pens, scale rule, set squares, paper		
VU22016 Erect and safely use working platforms	Materials may include but are not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> fixings, metal, planks, plywood, rope, timber Tools and equipment may include but are not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> hammers, ladders, planks, shovels, signage and barricades, spanners, spirit levels, tape measures, tool belt with frogs, trestles 		
Elective Units			
VU22022 Identify and handle carpentry tools and equipment	Carpentry hand and power tools <i>must</i> include: <ul style="list-style-type: none"> <input type="checkbox"/> carpentry pencil, chisels, hand planes, hand saws, holding tools (clamps, vices etc.), marking gauge, marking knife, measuring tapes/rulers, nail punch, oil stone/diamond stone, screw drivers, squares and bevels, straight edges, hammers, power tools: angle grinders with a grinding disc up to 100 mm in diameter, electric planners, electric/battery drills, electric/battery impact driver, nail guns and pneumatics, portable power saws, reciprocating saws, routers, sanders, sliding compound mitre saws Equipment and materials <i>must</i> include: <ul style="list-style-type: none"> <input type="checkbox"/> cement sheet, clamps/vices, compressed boards, glues and adhesives, laminates, metals, nails, screws and staples, plywoods, saw stools, timber, workbench General construction plant <i>must</i> include: <ul style="list-style-type: none"> <input type="checkbox"/> drill press, handling and shifting equipment, such as hand trolleys or pallet jacks, portable air compressors, portable mixers, safety signage/barricades, wheelbarrows, bench grinder, portable generators 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
VU22024 Construct basic sub-floor	Materials may include: <ul style="list-style-type: none"> <input type="checkbox"/> ant caps, bricks, concrete, laminated veneer lumber, particleboard, plywood, steel, timber 		
VU22025 Construct basic wall frames	Materials may include: <ul style="list-style-type: none"> <input type="checkbox"/> bracing (plywood, metal, timber), engineered products, fixings, steel, timber, tie downs, including triple grips & joist hangers 		
VU22026 Construct a basic roof frame	Materials may include: <ul style="list-style-type: none"> <input type="checkbox"/> bracing (plywood, metal, timber), engineered products, fixings, steel, timber, tie downs, including triple grips & joist hangers, ladders, scaffolding, squares, string lines 		
VU22027 Install basic external cladding	Materials may include: <ul style="list-style-type: none"> <input type="checkbox"/> baseboards/plinth 		
VU22028 Install basic window and door frames	Materials may include: <ul style="list-style-type: none"> <input type="checkbox"/> adhesives, fixings, flashings, packers, timber 		

SCHOOL DECLARATION

I confirm that we have all the equipment and facilities required to deliver our chosen units of competency for this qualification.

YES NO

Trainer name:	
Trainer signature:	
Date:	

RTO APPROVAL SIGN OFF

After reviewing the checklist for each unit being delivered, the school has the required facilities and equipment to assess the units chosen?

YES NO*

**If no, actions to be taken:*

<i>*If no, actions to be taken:</i>	
Name:	
Signature:	
Date:	