Facilities and Equipment Checklist

Qualification:	CPC10120 Certificate I in Construction (Release 4)
School:	
Reviewed by:	**Date:**

Qualification Description

This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.

The qualification is suited to vocational education and training (VET) in Schools programs or learners with no previous connection to the construction industry or relevant employment history.

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		
✔	CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
✔	CPCCOM1012	Work effectively and sustainably in the construction industry
✔	CPCCCM2005	Use construction tools and equipment
✔	CPCCCM2004	Handle construction materials
✔	CPCCOM1013	Plan and organise work
✔	CPCCCM1011	Undertake basic estimation and costing
✔	CPCCVE1011	Undertake a basic construction project
✔	CPCCWHS1001	Prepare to work safely in the construction industry
Elective Units (tick all that apply)		
☐	CPCCOM1014	Conduct workplace communication
☐	CPCCOM1015	Carry out measurements and calculations
☐	CPCCCM2006	Apply basic levelling procedures
☐	CPCCOM2001	Read and interpret plans and specifications

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
<EXAMPLE> *Safety procedures including but are not limited to, one or more of:* ☐ *PPE* ☐ *Handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures* ☐ *Cleaning and/or decontamination of equipment* ☐ *machinery guards* ☒ *signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures*	*<EXAMPLE>* *Isolation tags on order.* *No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production*	*<EXAMPLE>* *<e.g. photo)>* *<e.g. sighted>*
Safety equipment and PPE including: ☐ Eye protection, hearing protection, hard hat, high visibility retro reflective vest ☐ First aid kit and evacuation plans ☐ Hazard signs and barriers		
☐ Access to a reliable internet connection and a computer/workstation and research resources		

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
Access to documentation, procedures and specifications: ☐ Workplace instructions relating to safe work practices and addressing hazards and emergencies, Safety Data Sheets (SDS) ☐ Appropriate State safety regulations and resources about building/construction industries and job opportunities, professional industry associations ☐ Relevant workplace induction procedures and equipment manuals, workplace instructions		
Tools and equipment: hand tools: ☐ Retractable tape measure, calculator, builders square, string line, hand saw, hammer, chisel, trimming knife, clamps, spirit level, tin snips, shovel/spade, mattock, crow bar/fencing bar power/battery/pneumatic tools and equipment: ☐ circular saw, reciprocating saw, angle grinder, drill/driver drill, nail gun, bench grinder, jack hammer extension lead, portable residual current device, air compressor and hoses		

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			
CPCCCM2004 Handle construction materials	Additional resources may include: ☐ Varying lengths of timber or similarly proportioned materials ☐ Different sizes and types of sheet material ☐ Bagged materials ☐ Simulated hazardous materials ☐ Preparing the following for mechanical handling: ☐ Varying lengths of timber or similarly proportioned materials ☐ Different sizes and types of sheet material		
CPCCVE1011 Undertake a basic construction project	Additional resources must include: ☐ Compliance requirements of the National Construction Code and Australian Standards relevant to basic construction projects ☐ Safety requirements for basic construction projects, including job safety analyses/safe work method statements in accordance with Safe Work Australia *Code of Practice for Construction Work* or state/territory equivalent, and personal protective equipment (PPE) ☐ Types and uses of tools and equipment used for basic construction projects ☐ Plans and specifications for basic construction projects Processes for: preparing a component list for a basic construction project calculating material requirements for basic construction projects manufacturing components for basic construction projects assembling components for basic construction project plumb, line and level for basic construction projects		
Elective Units			

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
CPCCCM2006 Apply basic levelling procedures	Additional resources must include: Levelling tools and equipment *must* include each of the following: ☐ laser levels and targets ☐ marking equipment ☐ measuring tapes and rules ☐ spirit levels and straight edges two of the following: ☐ automatic/optical levels ☐ plumb bobs ☐ water levels Levelling device tolerance checks *must* include one or more of the following: ☐ reverse readings for spirit level ☐ two peg test for automatic level Marks for heights or levels *must* include: ☐ chalk or nail mark ☐ mark on vertical surface ☐ datum or survey peg ☐ drawing or sketch		
CPCCOM2001 Read and interpret plans and specifications	Additional resources must include: Plans, drawings and specifications at a basic level, including: ☐ construction plans ☐ cross-sectional plans ☐ dimensions and notes ☐ illustrations ☐ project specifications including structural detail and specification providing illustrations and dimensions ☐ site plans ☐ engineering plans ☐ legends, symbols and abbreviations used on construction plans and drawings ☐ title panels		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	Processes for: ☐ site locations ☐ key features ☐ construction types ☐ project dimensions ☐ environmental requirements ☐ materials types		

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:	
Name:	
Signature:	
Date:	