

CPC40120

**Certificate IV in Building and Construction (Building)**

**Structured Workplace Learning and Assessment**

Work Placement Plan for Block 1



**What is Structured Workplace Learning and Assessment?**

Swinburne Open Education offer students a unique opportunity to study in an online environment to develop their skills and knowledge in their chosen field, at a time and pace that suits them.

Many of our courses require practical skills application to achieve competency. Structured Workplace Learning and Assessment (SWLA) offers students in these courses the opportunity to seek out a workplace where they can apply their learning in practical ways in order to expand on and demonstrate their skills.

The following pack outlines what is involved in work placement for workplace supervisors and students.

This document is for the Student’s and Workplace Supervisor’s records only.

This document reflects the Structured Workplace Learning and Assessment’s (SWLA) Work Placement Plan for the Student and Workplace Supervisor as agreed with the Assessor.

****

 Please consider the environment before printing this document.

**Structured Workplace Learning**

**Work Placement Plan for Block 1**

**CPC40120 Certificate IV in Building and Construction (Building)**

Contents

[Work Placement Plan 3](#_Toc98491760)

[Section A: Student Details 3](#_Toc98491761)

[Section B: Assessor Details 3](#_Toc98491762)

[Section C: Host Organisation Details 3](#_Toc98491763)

[Section D: Units of Competency (UoC) 4](#_Toc98491764)

[The Course 4](#_Toc98491765)

[Section E: SWLA Tools 5](#_Toc98491766)

[Section F: Activity Schedule 6](#_Toc98491767)

[Section G: Checkpoint Schedule 7](#_Toc98491768)

[Checkpoint Schedule 7](#_Toc98491769)

# Work Placement Plan

This Work Placement Plan sets out a schedule for the SWLA activities and phone interviews to be completed during work placement Block 1.

This document is completed by the Assessor and agreed with the Student and Workplace Supervisor at the start of the SWLA process.

# Section A: Student Details

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Qualification Name |  |
| Home Telephone |  |
| Mobile |  |
| Email |  |

# Section B: Assessor Details

|  |  |
| --- | --- |
| Name |  |
| Assessor Number/ID |  |
| Telephone |  |
| Email |  |

# Section C: Host Organisation Details

|  |
| --- |
| **HOST ORGANISATION DETAILS** |
| Business Name |  |
| Company ABN/ ACN |  |
| Street Address |  |
| Postal Address |  |
| Work Site Address |  |
| Phone Number |  |
| **SUPERVISOR DETAILS** |
| Name |  |
| Position Title |  |
| Phone Number |  |
| Email |  |

# Section D: Units of Competency (UoC)

## The Course

The CPC40120 Certificate IV in Building and Construction (Building) course includes the following UoC.

SWLA modules are also flagged in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MODULE**  | **UNIT CODE**  | **UNIT TITLE**  | **LEARNING**  | **ASSESSMENT**  | **TOTAL SWLA HOURS**  |
| 1  | N/A  | Introduction and UP Building and Construction - Case study  |  |  |  |
| 2  | CPCCBC4007  | Plan building and construction work  |  |  |  |
| 3  | CPCCBC4003  | Select, prepare and administer a construction contract  |  |  |  |
| 4  | CPCCBC4002\*  | Manage work health and safety in the building and construction workplace  | 8.75 | 3.75 | 12.5 |
| 5  | CPCCBC4009  | Apply legal requirements to building and construction projects  |  |  |  |
| 6  | CPCCBC4001   | Apply building codes and standards to the construction process for Class 1 and 10 buildings  |  |  |  |
| 7  | CPCCBC4053   | Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings  |  |  |  |
| 8  | CPCCBC4012  | Read and interpret plans and specifications  |  |  |  |
| 9  | CPCCBC4010   | Apply structural principles to residential and commercial constructions  |  |  |  |
| 10  | CPCCBC4014  | Prepare simple building sketches and drawings  |  |  |  |
| 11  | CPCCBC4018\*  | Apply site surveys and set-out procedures to building and construction projects  | 21 | 9 | 30 |
| 12  | CPCSUS4002   | Use building science principles to construct energy efficient buildings  |  |  |  |
| 13  | CPCCBC4004   | Identify and produce estimated costs for building and construction projects  |  |  |  |
| 14  | CPCCBC4005  | Produce labour and material schedules for ordering  |  |  |  |
| 15  | CPCCBC5019  | Manage building and construction business finances  |  |  |  |
| 16  | CPCCBC4008\*  | Supervise site communication and administration processes for building and construction projects  | 10.5 | 4.5 | 15 |
| 17  | BSBPMG422  | Apply project quality management techniques  |  |  |  |
| 18  | BSBLDR413\*  | Lead effective workplace relationships  | 5.25 | 2.25 | 7.5 |
| 19  | CPCCBC4006\*  | Select, procure and store construction materials for building and construction projects  | 10.5 | 4.5 | 15 |
| 20  | CPCCBC4021  | Minimise waste on the building and construction site  |  |  |  |

The Structured Workplace Learning and Assessment (SWLA) commitment is **80 hours** in total and is aligned to **five (5)** units within the course, split into **three (3)** blocks:

|  |  |  |  |
| --- | --- | --- | --- |
| **SWLA BLOCK** | **MODULE**  | **UNIT CODE** | **UNIT TITLE** |
| **Block 1** | 4 | CPCCBC4002 | Manage work health and safety in the building and construction workplace |
| **Block 2** | 11 | CPCCBC4018 | Apply site surveys and set-out procedures to building and construction projects |
| **Block 3** | 16 | CPCCBC4008 | Supervise site communication and administration processes for building and construction projects |
| 18 | BSBLDR413 | Lead effective workplace relationships |
| 19 | CPCCBC4006 | Select, procure and store construction materials for building and construction projects |

# Section E: SWLA Tools

The following documents must be completed throughout the SWLA in order to gather evidence for assessment against the unit of competency.

[x]  Logbook

[ ]  Attendance Report

[x]  Portfolio

[x]  Interview Questionnaire (submitted by the Assessor)

[x]  Third-Party Report (submitted by the Assessor)

[ ]  Other:

|  |
| --- |
|  |

# Section F: Activity Schedule

The following table outlines a schedule for the SWLA **Block 1** activities to be completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHEDULE** | **UOC** | **HOURS** | **ACTIVITIES** |
| BLOCK 1 | CPCCBC4002 Manage work health and safety in the building and construction workplace | 12.5 | * Familiarise yourself with the workplace (This must include meeting team members and completing the induction process).
* Read through the assessment tasks and the Site WHS Audit Report to familiarise yourself with assessment requirements.
* Before commencing the activities, discuss the requirements with your Workplace Supervisor.
* Familiarise yourself with organisational policies and procedures and other quality documentation and take notes of key information.
* Review recent workplace incident data and incident reports and take notes of key information.
* Observe current safe work practices and take notes of your observations.
* Engage in conversations with personnel, including health and safety representatives and contractors and take notes of the information provided. Use the tasks outlined in the activities to guide your conversations
* Conduct the WHS site audit as outlined in Activity 1 by:
* identifying hazards
* completing a risk assessment
* observing, collecting information about and evaluating safety control measures
* collecting information about a minimum of two (2) educational programs
* evaluating work site’s overall safety
* making recommendations for improvement.
* Complete Activities 1-4.
 |

# Section G: Checkpoint Schedule

The Assessor will conduct regular checkpoint calls to discuss Student performance and progress through the Work Placement Plan. The table below identifies the initial schedule for these conversations, as well as the final interview, where the Student and Supervisor will be asked a series of questions (as set out in the Interview Questionnaire) about the Student’s performance during the SWLA for assessment purposes.

Additional sessions may be added throughout the process as needed by contacting the Assessor directly using their contact details in Section B.

## Checkpoint Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHECK POINT** | **CONTACT** | **SCHEDULE** | **CHANGES****(if needed)** | **COMPLETED****(Assessor Initials)** |
| Initial Interview | Student | <<Date>> | <<Time>> |  |  |
| Initial Interview | Supervisor | <<Date>> | <<Time>> |  |  |
| Check-in Interview | Student | <<Date>> | <<Time>> |  |  |
| Check-in Interview | Supervisor | <<Date>> | <<Time>> |  |  |
| Final Interview | Student | <<Date>> | <<Time>> |  |  |
| Final Interview | Supervisor | <<Date>> | <<Time>> |  |  |