

## Course Brochure – CPC30220 Certificate III in Carpentry

This brochure provides all the information you need to know about enrolling in the CPC30220 Certificate III in Carpentry.

Course details	
Provider Name	Ivory Institute
RTO Code	45847
CRICOS Code	04015E
CRICOS Course Code	117268M
Location of course	Level 8, 90 King William St, Adelaide SA 5000
Delivery mode	This program is delivered in the classroom, through scheduled and supervised online learning and in a workshop.
Duration	This qualification will be delivered over 104 weeks, including 84 weeks of training and assessment spread over 5 terms of 14 weeks each, 1 term of 10 weeks and 1 term of 4 weeks and 20 weeks of holidays.
Study load	20 hours per week.



### Overview of course

This is a trade qualification for carpenters in residential and commercial workplaces. It includes setting out, manufacturing, constructing, assembling, installing and repairing products made using timber and non-timber materials.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/CPC30220>

## Who should apply for this course and why?

Target groups for the CPC30220 Certificate III in Carpentry are international students who are:

- Seeking to pursue or further a career in carpentry
- Seeking to enter a new industry sector
- Seeking a pathway to higher level qualifications.

Characteristics of the target group are as follows:

Students will be from a range of countries and may be living in Australia for the first time or may have been here in the recent or more distant past.

Many will speak English as a second language, although an entry level has been set to ensure students are able to complete course work.

## What can I expect?

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Code	Title	Core / Elective
CPCCCA2002	Use carpentry tools and equipment	Core
CPCCCA2011	Handle carpentry materials	Core
CPCCCA3001	Carry out general demolition of minor building structures	Core
CPCCCA3002	Carry out setting out	Core
CPCCCA3003	Install flooring systems	Core
CPCCCA3004	Construct and erect wall frames	Core
CPCCCA3005	Construct ceiling frames	Core
CPCCCA3006	Erect roof trusses	Core
CPCCCA3007	Construct pitched roofs	Core
CPCCCA3008	Construct eaves	Core
CPCCCA3010	Install windows and doors	Core
CPCCCA3016	Construct, assemble and install timber external stairs	Core
CPCCCA3017	Install exterior cladding	Core
CPCCCA3024	Install lining, panelling and moulding	Core

CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work	Core
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground	Core
CPCCCM2006	Apply basic levelling procedures	Core
CPCCCM2008	Erect and dismantle restricted height scaffolding	Core
CPCCCM2012	Work safely at heights	Core
CPCCCO2013	Carry out concreting to simple forms	Core
CPCCOM1012	Work effectively and sustainably in the construction industry	Core
CPCCOM1014	Conduct workplace communication	Core
CPCCOM1015	Carry out measurements and calculations	Core
CPCCOM3001	Perform construction calculations to determine carpentry material requirements	Core
CPCCOM3006	Carry out levelling operations	Core
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core
CPCWHS3001	Identify construction work hazards and select risk control strategies	Core
CPCCCA3012	Frame and fit wet area fixtures	Group A elective
CPCCCA3014	Construct and install bulkheads	Group A elective
CPCCCM2002	Carry out hand excavation	Group A elective
CPCCJN3003	Manufacture components for doors, windows and frames	Group A elective
CPCCSF2004*	Place and fix reinforcement materials	Group A elective
CPCCCM3005	Calculate costs of construction work	Group B elective
CPCCOM1013	Plan and organise work	Group B elective

## Training and assessment information

This course is delivered face-to-face in a classroom and in the salon-based setting.

The qualification is delivered over 104 weeks comprising of:

- Four (4) terms of 10 weeks each (40 weeks total)
- Holiday breaks amounting to 12 weeks (as specified in the timetable)

Students are required to attend 20 hours of training per week.

## Course progress and attendance

Students' course progress is monitored throughout the course as per our Course Progress and Attendance Policy and Associated Procedures. Support arrangements are detailed in the Student Support Policy and Associated Procedures and details of all student support services are included in the Student Handbook and provided to students at orientation

## Student support

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

## Resource requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

### PC

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)

Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

**MacOS:**

	Minimum requirements	
Processor	Multicore Intel processor with 64-bit support	
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).	
RAM	2 GB or more of RAM (8 GB recommended)	
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.	
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended	
Graphics processor acceleration requirements	OpenGL 2.0-capable system	
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.	
Name of software	Associated costs	
Office 365	\$129 annually	<a href="https://products.office.com/en-au/buy/office">https://products.office.com/en-au/buy/office</a>
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$450 (approximate only)	Various

## Course credit

You can apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at [www.ivoryinstitute.edu.au](http://www.ivoryinstitute.edu.au)

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.

## What are the entry requirements?

Ivory Institute has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent
- Participate in a course entry interview to determine suitability for the course and student needs
- Have an IELTS\* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Successful completion of an English Placement Test at IELTS level 6.0.

*\*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.*

## How much does it cost?

The costs for this course are as follows:

Course fees	Tuition fees: AUD \$ 30,000 Enrolment fee: \$ 350 Material fee: \$ 2100
Non-tuition fees	May apply and can be found in our International Student Handbook on our website at <a href="http://www.ivoryinstitute.edu.au">www.ivoryinstitute.edu.au</a>

*Course fees do not include laptops or software – see information above.*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Student Health Cover before arriving in Australia. Ivory Institute provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at [Study Australia | Study Australia](#)

## How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- Year 12 Certificate or equivalent
- Copy of visa (if available)
- Copy of passport
- Copies of your relevant qualifications (if applicable)
- Proof of English language proficiency as specified in the entry requirements.

## Where to from here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us along with the proof of the first payment.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE).

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Ivory Institute International Student Handbook. This can be found online at [www.ivoryinstitute.edu.au](http://www.ivoryinstitute.edu.au)