



**Master  
Builders  
Association**  
New South Wales

# KITCHEN, BATHROOM AND LAUNDRY RENOVATION ONLINE AND WORKSHOP

## INFORMATION BROCHURE

## OVERVIEW

Master Builders Association of NSW Pty Ltd (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meet national industry standards.

The **Kitchen, Bathroom and Laundry Renovation**, workshop offered by Master Builders is designed for tradespeople who want to expand their skills and progress their careers. The course covers elements of cabinet making to give you the skills and knowledge to undertake new builds and renovations.

This course provides an educational outcome in kitchen, bathroom and laundry renovations.

Upon successful completion you will achieve a Statement of Attainment in MSF30322 Certificate III in Cabinet Making and Timber Technology for the units successfully completed.

## PROGRAM DESCRIPTION

The program Kitchen, Bathroom and Laundry Renovation includes a collection of nationally recognised units of competency. This course meets part of the training requirement to gain a Kitchen, Bathroom, & Laundry Renovation licence from NSW Fair Trading. Upon successful completion of this course participants will be issued with a Statement of Attainment (SOA).

By attaining a Kitchen, Bathroom and Laundry Renovation licence you can expand your business by contracting licensed tradespeople to undertake work involved in the installation, refurbishment, restoration and on-site repairs to a kitchen, bathroom, or laundry.

You will be provided with learning material and lessons online, where you will also undertake assessment activities. You will also be given the opportunity to attend a specialised practical workshop where your skills, knowledge and experience will be assessed by a Master Builders assessor. Assessment will be undertaken through knowledge questions, practical observations, and an online portfolio of evidence. Practical workshops will be conducted at Master Builders Education Centre in Baulkham Hills NSW.

## TRAINING AND ASSESSMENT

There are pre-recorded online tutorials that are delivered by our trainers where you can watch content related to the units in this course. You will undertake various activities which demonstrate your skills and knowledge.

## ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- Experience: a minimum of one year's full-time (or equivalent) kitchen, bathroom, and laundry renovation related experience in the construction industry (experience must be within the last 10 years)
- Employment: currently working on active kitchen, bathroom and laundry renovation projects
- References: two (2) references from direct supervisors who are licenced / qualified in cabinet making / joinery / carpentry and have worked with you for at least 12 months to verify your employment
- Site Access: a valid White Card (General Construction Induction card)
- Entry Quiz: achieve at least 65% during your application process
- Computer Literacy: basic computer skills and access to relevant technology
- Resources: own tools, equipment and resources

This online and practical workshop pathway has been designed to meet part of the NSW Fair Trading criteria to apply for a Kitchen, Bathroom and Laundry Renovation Contractor Licence. NSW Fair Trading have specific criteria in addition to this course.

Visit the NSW Fair Trading website for further information.  
[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

## RESOURCE REQUIREMENTS

As a large component of this course is online, must have a computer or digital device with internet access.

We will require you to have access to at least the below items when you attend the workshops:

- A valid White Card
- Personal Protective Equipment (PPE)
- ID, including Driver's Licence and Medicare Card
- Laptop or tablet device to access your learn notes and assessments online.

MBA will provide other resources, tools, and materials during the workshop.

## WHAT DO I NEED TO STUDY ONLINE?

This course includes online assessments, therefore it is essential that you have access to a modern computer, laptop or tablet (Windows Operating System) with internet access, Adobe Reader and a smart phone or GoPro to assist in gathering evidence. You are required to have basic computer skills, including the ability to;

- Use Microsoft Office programs or similar
- Use internet to access information and research
- Use email and other communication tools
- Save documents and evidence in folders
- Download and upload assessment items

Once the online content and assessments have been completed, you will have the option to either provide practical evidence of fabricating and installing furniture by either:

- Collecting workplace evidence by providing video or time-lapse photographic evidence of your practical projects, or
- Attending a two-day weekend workshop

You will be assessed through your performance of these activities to ensure that you meet the criteria and requirements for each unit of competency to a satisfactory level.

Master Builders provides structured knowledge questions, opportunities for practical observations, and guidance to create and submit a portfolio of evidence.

During the workshop days, your assessor will assess your knowledge and performance of practical tasks, and prescribe one of the following outcomes:

1. If you are assessed as 'competent' in all units of competency, you will progress to Master Builders certification stage for a Statement of Attainment in MSF30322 Certificate III in Cabinet Making and Timber Technology for units achieved.
2. If you are assessed as 'not yet competent' in any of the units of competency, you will be provided with an individual plan for gap training and / or further assessment. In this plan, you will be advised what further experience you require, or evidence of skills gained before you can proceed to the certification stage.

Knowledge questions consist of short answer questions designed to be answered with either dot points, short pieces of information or a couple of sentences. You will be required to complete the questions online and submit them to your assessor for review and assessment.

Your assessor will explain each task and require you to demonstrate your performance of each task whilst they observe. While you are performing the task, the assessor will make notes on your performance and will provide you with feedback and the result of their assessment.

### ENROLMENT

You will be required to provide evidence of meeting entry requirements upon enrolment, including any transcripts you have achieved from any prior training.

On enrolment, you will be required to provide copies of:

- Drivers licence (photo ID with address)
- Green Medicare Card or Passport
- A valid White Card

Participants will require sufficient language, literacy, and numeracy skills to be able to engage in the assessment and to perform workplace tasks such as calculating materials, interpreting building plans and specifications, and recording work outcomes. If you require assistance, please contact us to discuss options available to you.

It is a condition of enrolment that you have access to a computer to undertake online training and have resources / job sites where you can undertake practical projects.

This program is delivered over a six (6) month period, whereby you will be required to complete all online assessments and attend the workshops within this timeframe. We encourage you to undertake the workshop, however in cases where you have access to your own projects that meet the assessment requirements, you can submit photo / video evidence of this. You will have up to six (6) months to complete this program.

### COURSE FEES AND

A general guide to fees for this qualification pathway is:

Indicative pricing without NSW Government Subsidy	
Master Builders Member Rate	\$1,800
Non-Member Rate	\$2,000

MBA does not accept more than \$1,500 in advance of service being provided. Refer to website for fees.

### ONLINE AND WORKSHOP STRUCTURE

In order to successfully achieve the **Kitchen, Bathroom and Laundry Renovation**, participants must be assessed as competent in the below six (6) units of competency. The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY	
Participants must undertake the following <u>mandatory</u> core and elective units:		Delivery / Assessment Method:
<b>Measure and Draw Site, and Match Furnishing Style</b>		
MSFFDM4009	Match furnishing style/materials to customer requirements	Online Tutorial and Assessment
MSFFM3041	Determine and document requirements for cabinet installation	
<b>Estimate and Cost Job</b>		
MSFGN3006	Estimate and cost job	Online Tutorial and Assessment
<b>Coordinate On-Site Installation</b>		
MSFFT4013	Coordinate on site installation of cabinetry	Online Tutorial and Assessment
<b>Fabricate and Install Furniture</b>		
MSFFM3042	Fabricate cabinetry	Online Tutorial and Assessment plus Practical Workshop or submit own projects as evidence
MSFFM3043	Install cabinetry	