



**Master
Builders
Association**
New South Wales

A photograph of a cabinet maker in a grey polo shirt and dark pants, standing on a white plastic sheet on a floor. He is holding a yellow spirit level against the top edge of a white cabinet unit. In the background, there are large windows and another section of the cabinet. A tool bag is visible in the bottom right corner.

MSF30322 CERTIFICATE III IN CABINET MAKING AND TIMBER TECHNOLOGY RECOGNITION OF PRIOR LEARNING (RPL)

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 **MSF30322 Certificate III in Cabinet Making and Timber Technology**, RPL offered by Master Builders is designed to formally recognise skills already gained through on-the-job cabinet making related experience by a process called Recognition of Prior Learning.

This qualification provides a trade outcome in cabinet making, covering residential and commercial work. Upon successful completion you will achieve qualification **MSF30322 Certificate III in Cabinet Making and Timber Technology** or a Statement of Attainment for units deemed competent.

WHAT IS RPL?

Recognition of Prior Learning (RPL) is an assessment pathway that has been designed to acknowledge your full range of skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal and informal study, work experience, employment, and other life experiences.

Master Builders is committed to helping you get your experience recognised, irrespective of where and how your learning has taken place.

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
- Use phone or camera to gather evidence
- Save documents and evidence in folders
- Download and upload assessment items

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:

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

ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- Experience: minimum three (3) year's full time equivalent in a cabinet making related role (experience must be within the last 10 years)
- Employment: employed and actively working on a range of cabinet making projects, including both manufacturing and installation
- References: two (2) references from direct supervisors who are licenced / qualified in cabinet making / joinery / carpentry / building and have worked with you for at least 12 months to verify your employment
- Site Access: access to sites and a valid White Card (General Construction Induction Card)
- Entry Quiz: achieve at least 80% during your application process
- Computer Literacy: basic computer skills and access to relevant technology
- Resources: own tools, equipment and resources to be able to undertake RPL practical projects

This online and practical workshop pathway has been designed to meet part of the Building Commission NSW criteria to apply for a Joinery Contractor Licence. Building Commission NSW have specific criteria in addition to this course.

Visit the Building Commission NSW website for further information [Building Commission NSW | NSW Government](#).

SMART AND SKILLED

This training may be subsidised by the NSW Government under the Smart and Skilled initiative. If you are eligible for the government subsidy, your student fee will be determined by the NSW Government.

Smart and Skilled prices are subject to funding availability. Fees and funding will be confirmed once we have received your successful application.

To be eligible, you must also meet the following Smart and Skilled eligibility criteria:

- You are at least 15 years old
- You live or work in NSW
- You are an Australian citizen or permanent resident or a humanitarian visa holder, or a New Zealand citizen
- You are no longer attending school

RPL ASSESSMENT METHODS

You will be required to complete an RPL assessment which includes sections for:

- Knowledge questions
- Practical projects and observations

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 anticipated that the RPL process will take approximately (6) months. You should aim to have the knowledge questions completed in the first two (2) months. This program will require a study commitment of approx. 10-15 hours per week.

It is a condition of enrolment that you are working and have access to resources and job sites where you can undertake the full range of practical projects.

RESOURCES REQUIREMENTS

An RPL pathway will require you to have access to a construction work site and at least the below items:

- Computer with internet access
- Phone or laptop/iPad to gather video and photo evidence of undertaking practical tasks.
- Personal Protective Equipment (PPE) including steel cap work boots, hearing protection, eye protection, and that all electrical tools and leads are tested and tagged.
- Tools of the trade, materials, and equipment to perform the assessment tasks including:
 - Machinery – 4 different sawing machines, 2 different drilling machines, planer and edge bander
 - Measuring and levelling devices
 - Square / bevel / chisel / plane
 - Hand saw, power saw and power drills and screwdrivers
 - Pneumatic tools, compressor, and spray equipment
 - Clamps / pincers / screws / nails
 - Cabinet / cabinet components
 - Dowel jigs / routers / agitators
 - Glues and finishes
 - Fixing and joining devices

The knowledge questions are a series of questions designed to be answered comprehensively. These questions relate to different units within the qualification and assess understanding of tasks and processes within the construction industry.

A portfolio of evidence is to be collected for practical projects outlined in your RPL assessment. This evidence includes documentary evidence, photos, and videos. Detailed instructions of evidence required and tasks to be undertaken are included in the RPL assessment.

You will be required to construct at least four different projects and install them on site. Sample evidence you will be required to provide includes:

- Planning projects and construction site safety
- Create plans and drawings
- Preparing cutting lists
- Estimating costs of jobs
- 1 x residential kitchen
- 1 x residential bathroom
- 1 x residential laundry
- Construct jigs and fixtures
- Operate variety of sawing and drilling machines
- Prepare to install cabinets
- Install cabinets for your projects
- Site clean up

An MBA Customer Service representative will assist you in getting started in our online platform and provide ongoing support during your enrolment. We are available between 8:30am and 5:00pm via phone and email, plus two (2) evenings per week between 4:00pm and 7:00pm for online trainer support for enrolled students.

FEES AND SUBSIDIES

A general guide to fees for this qualification pathway is:

Smart and Skilled Subsidised	
If you do not hold previous qualification	from \$1,290
If you hold a previous qualification	from \$1,550
Indicative pricing without NSW Government Subsidy	
Master Builders Member Rate	\$2,200
Non-Member Rate	\$2,400

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

RPL STRUCTURE

In order to successfully achieve the **MSF30322 Certificate III in Cabinet Making and Timber Technology**, participants must be assessed as competent in twenty five (25) units of competency. The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY TITLE
Participants must undertake the following mandatory core and elective units:	
MSFFM2013	Use furniture making hand and power tools
MSFFM3030	Produce manual and computer-aided production drawings
MSFFM3031	Prepare cutting lists from design and production documentation
MSFGN2001	Make measurements and calculations
MSFGN3005	Read and interpret work documents
MSMENV272	Participate in environmentally sustainable work practices
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team
Safe Work units	
CPCWHS1001	Prepare to work safely in the construction industry
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
Planning your Projects	
MSFKB3012	Plan kitchen and bathroom projects
MSFFM3030	Produce manual and computer-aided production drawings
MSFFM3031	Prepare cutting list from design and production documentation
Preparing Materials and Costs	
MSFFDM4009	Match furnishing style and materials to customer requirements
MSFFM2014	Select and apply hardware
MSFGN3006	Estimate and cost a job
Operate Machines	
MSFFM3032	Set up, operate and maintain sawing machines
MSFFM3033	Set up, operate and maintain drilling machines
MSFFM3038	Set up, operate and maintain automated edge banding machines
Workshop Construction	
MSFFDM4005	Design, construct and test jigs
MSFFM3042	Fabricate cabinetry
MSFFM2019	Assemble furnishing products
MSFFF2012	Prepare surfaces for finishing
Preparing for Installation	
MSFFM3041	Determine and document requirements for cabinet installation
MSFFT4013	Coordinate onsite installation of cabinetry
MSFKB2003	Prepare for cabinetry installation
Installation of Project	
MSFFM3043	Install cabinetry