

Apprenticeship Training Plan

CPC32413 Certificate III in Plumbing

Apprentice name: Johnny Apprentice

Employer: Peter's Plumbing Service Pty Ltd

Please read before completing this Training Plan

Who develops this Training Plan?

This Training Plan is developed by Master Plumbers as the Registered Training Organisation (RTO), the employer and the apprentice. It outlines who provides the training and assessment and how, when and where it occurs.

This Training Plan is a working document that can be amended as required. The Training Plan must be updated regularly during the Training Contract.

What does this Training Plan record?

There are two parts.

Part I records relevant details of the parties responsible under the Training Contract. It shows the proposed time line for the qualification.

Part II records the delivery and assessment arrangements for the qualification. It also shows suggested points of employer contact. At these points Master Plumbers will consult with the employer to gather feedback on the workplace performance and competency achievement of the apprentice.

Grouping of units

The Training Plan will group units together in projects that reflect typical industry work tasks and practices and the delivery strategy developed for the apprenticeship. At each contact point employers will provide feedback on the performance of the apprentice in these tasks in the workplace.

Competency Based Training

Competency in the plumbing industry is having plumbing specific knowledge and skills and being able to demonstrate that knowledge and skill consistently over time in the workplace.

This Training Plan is designed to focus on the apprentice gaining the knowledge and skills to the standard performance required by industry as detailed in the qualification.

Competency based training and completion allows apprentices to move through their apprenticeship as they attain competencies rather than by serving time.

Training Plan Part I

Training Contract Details	Qualification	Certificate III in Plumbing
	Qualification Code	CPC32413
	Apprenticeship	Apprenticeship
	Full Time / PartTime / SBNA²	Full Time
	Approved Training Scheme Duration	4 years
	Commencement Date	
	Proposed Completion Date	
Employer Details	Name	
	Workplace Location	
	Contact Person	
	Contact Number	
	Position	
Host Employer (if applicable)	Name	Varied
	Workplace Location	
	Contact Person	
	Contact Number	
	Position	

Apprentice/ Trainee Details	Name	Johnny Apprentice
	Delta No (if known)	XXXXXXXXXX
	RTO Student ID No	N/A
	Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	General plumbing duties
RTO Details	Name	Master Plumbers and Mechanical Services Association of Australia
	RTO number	3937
	Contact Person	Alexandra Mannell
	Contact Number	9356 7303 Alexandra.mannell@plumber.com.au
	RTO address	6/306 Albert Street Brunswick, VIC 3056
	Position	General Manager Training and Industry Development
Structured Training	Proposed Start Date	
	Proposed Completion Date	

I have completed a pre-training review and have contributed to development of this plan. I am aware of my responsibility to ensure that this plan and its ongoing development is implemented and monitored over the duration of the Training Contract.	Employer signature		Apprentice signature		RTO signature	
	Name		Name	Johnny Apprentice	Name	Alexandra Mannell
	Date		Date		Date	

² For School Based Apprenticeships only	Name of School		Representative signature	
<p>In order for the Training Contract to be registered with the Office of Training and Tertiary Education as a SBNA, a school representative is required to sign the student's Training Plan. The school's acknowledgement indicates awareness of the Training Plan and the study, training and work commitments of the student.</p> <p>In signing the Training Plan, the school is not endorsing the quality of the training for the SBNA, the occupational health and safety arrangements, or the wage arrangements/requirements. The Training Plan, signed off by the school, must be returned to the RTO as soon as possible to enable training to commence.</p>			Name	
			Date	

Training Plan Glossary

C/T	Credit Transfer – the granting of status or credit by an institution or training organisation to students for units of competency completed at the same or another institution or training organisation.
RPL	Recognition of Prior Learning – the formal acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a unit.
P Start date	Proposed unit start date
P end date	Proposed unit completion date
A start date	Actual unit start date (if different from proposed)
N Hrs	Scheduled Hours – the hours of teaching activity (including examination time) that the provider schedules for a unit of competency enrolment.
N/A	Employer confirmation not applicable as evidence for this competency.

Training Plan Part II

Units of Competence		Training and delivery							Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 1		Induction day							Block 1 Induction day			
10	CPCPCM2039A	Carry out interactive workplace communication	RTO	14/3/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
15	CPCPCM2041A	Work effectively in the plumbing and services sector	RTO	14/3/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
50	CPCPCM2043A	Carry out WHS requirements	RTO	14/3/17	30/6/17	1, 2, 4	CH/JB/GW/WD					NA
Block 1		Transition – Projects F2, F1, F5, WT2, IG1, IG2							Block 1 Transition - Projects F2, F1, F5, WT2, IG1, IG2			
8	CPCPCM2040A	Read plans and calculate plumbing quantities	RTO	24/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
8	HLTFA211A	Provide basic emergency life support	RTO	27/3/17	30/6/17	1, 2, 4	CH/JB/GW/WD					NA
20	CPCPCM2055A	Work safely on roofs	RTO	24/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					NA
40	CPCPCM2046A	Use plumbing hand and power tools	RTO	10/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
6	CPCPCM2045A	Handle and store plumbing materials	RTO	10/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
4	CPCPRF3021A	Receive roofing materials	RTO	24/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
8	CPCPCM2048A	Cut and join sheet metal	RTO	24/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
12	CPCPCM3023A	Fabricate and install non-ferrous pressure piping	RTO	10/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
36	CPCPWT3021A	Set out and install water services	RTO	1/5/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
16	CPCPWT3026A	Fit off and commission heated and cold water services	RTO	1/5/17	30/6/17	1, 2, 4	CH/JB/GW/WD					

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 1 cont.		Transition Projects F2, F1, F5, IG1, IG2, WT2						Block 1 Transition Projects F2, F1, F5, IG1, IG2, WT2				
6	CPCPCM2047A	Carry out levelling	RTO	10/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
20	CPCPCM2050A	Mark out materials	RTO	10/4/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
5	CPCPIG2021A	Design domestic urban irrigation systems	RTO	8/5/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
4	CPCPIG3021A	Set out, install and commission domestic irrigation pumps	RTO	8/5/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
4	CPCPIG3022A	Install and commission domestic irrigation pumps	RTO	8/5/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
6	CPCPWT3027A	Connect irrigation systems from drinking water	RTO	8/5/17	30/6/17	1, 2, 4	CH/JB/GW/WD					
10	CPCPWT3028A	Install water services	RTO	8/5/17	30/6/17	1, 2, 4	CH/JB/GW/WD					

Block 1 Induction and Transition – Projects F2, F1, F5, IG1, IG2, WT2

Employer contact point		Final Confirmation Record			
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)	
Wc 26/6/17	7				
Legend					
¹ Workplace Based Delivery (WBD): The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the apprentice to be withdrawn from routine work duties for the structured training: <ul style="list-style-type: none"> • Certificate III – a minimum of 3 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 4 week cycle. • Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle. 					
² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 2		Projects F11, F13						Block 2 Projects F11, F13				
18	CPCPCM3021A	Flash penetrations through roofs and walls	RTO	3/7/17	4/8/17	1, 2, 4	CH/JB/GW/WD					
8	CPCPCM3022A	Weld polyethylene and polypropylene pipes using fusion method	RTO	3/7/17	4/8/17	1, 2, 4	CH/JB/GW/WD					
Block 3		Projects RF1						Block 3 Projects RF1				
48	CPCPRF3022A	Fabricate and install roof drainage components	RTO	7/8/17	15/9/17	1, 2, 4	CH/JB/GW/WD					

Block 2 and Block 3 – Projects F11, F13, RF1

Employer contact point		Final Confirmation Record			
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)	
Wc 11/9/17	9				
Legend					
¹ Workplace Based Delivery (WBD): The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the apprentice to be withdrawn from routine work duties for the structured training: <ul style="list-style-type: none"> • Certificate III – a minimum of 3 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 4 week cycle. • Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle. 					
² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 4		Projects SN1							Block 4 Projects SN1			
28	CPCPSN3022A	Install discharge pipes	RTO	18/9/17	13/10/17	1, 2, 4	CH/JB/GW/WD					
20	CPCPSN3024A	Install and fit off sanitary fixtures	RTO	18/9/17	13/10/17	1, 2, 4	CH/JB/GW/WD					
Block 5		Projects GS1, GS2							Block 5 Projects GS1, GS2			
8	CPCPGS3057A	Size consumer gas piping systems	RTO	16/10/17	17/11/17	1, 2, 4	CH/JB/GW/WD					
24	CPCPGS3056A	Install gas piping systems	RTO	16/10/17	17/11/17	1, 2, 4	CH/JB/GW/WD					

Block 4 and Block 5 – Projects SN1, GS1, GS2

Employer contact point		Final Confirmation Record			
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)	
Wc 13/11/17	7				
Legend					
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² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 6		Projects F15, DR2, F9							Block 6 Projects F15, DR2, F9			
16	RIICCM210A	Install trench support	RTO	20/11/17	2/3/18	1, 2, 4	CH/JB/GW/WD					
8	CPCPDR2021A	Locate and clear blockages	RTO	20/11/17	2/3/18	1, 2, 4	CH/JB/GW/WD					
16	CPCPCM2054A	Carry out simple concreting and rendering	RTO	20/11/17	2/3/18	1, 2, 4	CH/JB/GW/WD					

Block 6 – Projects F15, DR2, F9		Completion of Stage 1			
Employer contact point		Final Confirmation Record			
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)	
Wc 26/2/18	8				
Legend					
¹ Workplace Based Delivery (WBD): The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the apprentice to be withdrawn from routine work duties for the structured training: <ul style="list-style-type: none"> • Certificate III – a minimum of 3 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 4 week cycle. • Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle. 					
² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
	Block 7	Projects GS6, WT1, GS4, F6 Double training block (2 weeks)							Block 7 Projects GS6, WT1, GS4, F6			
12	CPCPGS3049A	Install type A gas appliance flues	RTO	5/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					
4	CPCPGS3050A	Install type B gas appliance flues	RTO	5/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					
10	CPCPWT3024A	Install and maintain domestic water treatment equipment	RTO	12/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					
10	CPCPRF2023A	Collect and store roof water	RTO	12/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					
8	CPCPWT3025A	Install water pump sets	RTO	12/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					
30	CPCPGS3061A	Install and commission Type A gas appliances	RTO	5/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					
16	CPCPCM2052A	Weld using oxy-acetylene equipment	RTO	12/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					
8	CPCPCM2049A	Cut using oxy-acetylene equipment	RTO	5/3/18	4/5/18	1, 2, 4	CH/JB/GW/WD					

Block 7 – Projects GS6, WT1, GS4, F6 **Start Stage 2**

Employer contact point		Final Confirmation Record		
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)
Wc 30/4/18	8			

Legend

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- Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle.

² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 8			Projects MS11, MS7, MS1 / DR1, DR3						Block 8 Projects MS11, MS7, MS1 / DR1, DR3			
15	CPCPDR2024A	Install stormwater and sub-soil drainage			Unit not selected							
5	CPCPDR2025A	Drain work sites			Unit not selected							
4	CPCPDR2026A	Install pre-fabricated openings and enclosures			Unit not selected							
8	CPCPDR3023A	Install on-site disposal systems			Unit not selected							
20	CPCPDR2022A	Install domestic treatment plants			Unit not selected							
4	CPCPDR2023A	Maintain effluent disinfection systems			Unit not selected							
12	CPCPMS2021A	Assemble mechanical services components	RTO	7/5/18	15/6/18	1, 2, 4	CH/JB/GW/WD					
8	CPCPMS3032A	Select and fit insulation and sheathing	RTO	7/5/18	15/6/18	1, 2, 4	CH/JB/GW/WD					
15	CPCPMS3033A	Install small bore heating systems	RTO	7/5/18	15/6/18	1, 2, 4	CH/JB/GW/WD					
12	CPCPMS3035A	Install and test duct systems	RTO	7/5/18	15/6/18	1, 2, 4	CH/JB/GW/WD					
12	CPCPMS3036A	Install air handling units	RTO	7/5/18	15/6/18	1, 2, 4	CH/JB/GW/WD					

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 9		Projects F16, SN5, MS4 / DR4						Projects F16, SN5, MS4 / DR4				
16	CPCPCM2053A	Weld using manual metal arc welding equipment	RTO	18/6/18	3/8/18	1, 2, 4	CH/JB/GW/WD					
8	CPCPSN3025A	Install pre-treatment facilities	RTO	18/6/18	3/8/18	1, 2, 4	CH/JB/GW/WD					
8	CPCPDR3021A	Plan layout of a residential sanitary drainage system			Unit not selected							
30	CPCPDR3022A	Install below ground sanitary drainage systems			Unit not selected							
20	CPCPMS3040A	Install and maintain evaporative air cooling systems	RTO	18/6/18	3/8/18	1, 2, 4	CH/JB/GW/WD					
							CH/JB/GW/WD					

Block 8 and Block 9 - Projects MS11, MS7, MS1 / DR1, DR3, F16, SN5, MS4 / DR4

Employer contact point		Final Confirmation Record		
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)
Wc 30/7/18	8			

Legend

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² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence		Training and delivery							Assessment			Em/er cfmn	
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA	
Block 10		Projects WT4							Block 10 WT4				
12	CPCPWT3020A	Connect and install storage tanks to a domestic water supply	RTO	6/8/18	14/9/18	1, 2, 4	CH/JB/GW/WD						
25	CPCPWT3023A	Install and adjust water heating systems	RTO	6/8/18	14/9/18	1, 2, 4	CH/JB/GW/WD						
Block 11		Projects RF3							Block 11 RF3				
16	CPCPRF3023A	Fabricate and install external flashings	RTO	17/9/18	26/10/18	1, 2, 4	CH/JB/GW/WD						
10	CPCPRF3024A	Install roof components	RTO	17/9/18	26/10/18	1, 2, 4	CH/JB/GW/WD						
20	CPCPRF3026A	Install composite roof systems	RTO	17/9/18	26/10/18	1, 2, 4	CH/JB/GW/WD						
16	CPCPRF2022A	Select and install roof sheeting and wall cladding	RTO	17/9/18	26/10/18	1, 2, 4	CH/JB/GW/WD						

Block 10 and Block 11 - Projects WT4, RF3

Employer contact point		Final Confirmation Record		
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)
Wc 22/10/18	9			

Legend

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² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 12		Projects GS3, GS5, GS7						Block 12 GS3, GS5, GS7				
8	CPCPGS3048A	Install gas pressure control equipment	RTO	29/10/18	22/2/19	1, 2, 4	CH/JB/GW/WD					
12	CPCPGS3046A	Install LPG systems in caravans, mobile homes and work-places	RTO	29/10/18	22/2/19	1, 2, 4	CH/JB/GW/WD					
12	CPCPGS3047A	Install LPG systems in marine craft	RTO	29/10/18	22/2/19	1, 2, 4	CH/JB/GW/WD					
8	CPCPGS3054A	Calculate and install natural ventilation for Type A gas appliances	RTO	29/10/18	22/2/19	1, 2, 4	CH/JB/GW/WD					
22	CPCPGS3059A	Install LPG storage of aggregate storage capacity up to 500 litres	RTO	29/10/18	22/2/19	1, 2, 4	CH/JB/GW/WD					
4	CPCPGS3060A	Install LPG storage of aggregate storage capacity exceeding 500 litres and less than 8KL	RTO	29/10/18	22/2/19	1, 2, 4	CH/JB/GW/WD					

Block 12 - Projects GS3, GS5, GS7 **End of Stage 2**

Employer contact point		Final Confirmation Record		
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)
Wc 18/2/19	7			

Legend

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Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 13		Projects RF4							Block 13 Projects RF4			
8	CPCPRF2024A	Fabricate roof coverings for curved roof structures	RTO	25/2/19	29/3/19	1, 2, 4	CH/JB/GW/WD					
12	CPCPRF3025A	Install coverings for curved roof structures	RTO	25/2/19	29/3/19	1, 2, 4	CH/JB/GW/WD					

Block 13 - Projects RF4					Start of Stage 3		
Employer contact point			Final Confirmation Record				
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)		Record Reference (other contacts)		
Wc 25/3/19	8						
Legend							
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² Assessment Method/s				³ Employer Contact Method/s			
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face		9 Phone		11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email		10 Post / Fax		12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 14		Projects SN6, SN2							Block 14 Projects SN6, SN2			
8	CPCPSN3026A	Install sewerage pumpsets	RTO	1/4/19	14/6/19	1, 2, 4	CH/JB/GW/WD					
8	CPCPSN3011B	Plan the layout of a residential sanitary plumbing system	RTO	1/4/19	14/6/19	1, 2, 4	CH/JB/GW/WD					
28	CPCPSN3023A	Fabricate and install sanitary stacks	RTO	1/4/19	14/6/19	1, 2, 4	CH/JB/GW/WD					
Block 15		Projects GS8, GS9							Block 15 Projects GS8, GS9			
12	CPCPGS3052A	Maintain Type A gas appliances	RTO	13/5/19	14/6/19	1, 2, 4	CH/JB/GW/WD					
16	CPCPGS3053A	Disconnect and reconnect Type A gas appliances	RTO	13/5/19	14/6/19	1, 2, 4	CH/JB/GW/WD					
8	CPCPGS3051A	Purge consumer piping	RTO	13/5/19	14/6/19	1, 2, 4	CH/JB/GW/WD					

Block 14 - Projects SN6, SN2		Block 15 - Projects GS8, GS9			
Employer contact point		Final Confirmation Record			
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)	
Wc 10/6/19	8				
Legend					
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² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 16		Projects WT3, FS1						Block 16 Projects WT3, FS1				
12	CPCPWT3029A	Install water pipe systems	RTO	17/6/19	6/9/19	1, 2, 4	CH/JB/GW/WD					
40	CPCPFS3031A	Fabricate and install fire hydrant and hose reel systems	RTO	17/6/19	6/9/19	1, 2, 4	CH/JB/GW/WD					
60	CPCPFS3037A	Install domestic and residential life safety sprinkler systems	RTO	17/6/19	6/9/19	1, 2, 4	CH/JB/GW/WD					
Block 17		Projects WT5, FS1 (continued)						Block 17 Projects WT5, FS1 (continued)				
12	CPCPWT3022A	Install and adjust water service controls and devices	RTO	29/7/19	6/9/19	1, 2, 4	CH/JB/GW/WD					
-	CPCPFS3031A	Fabricate and install fire hydrant and hose reel systems	RTO	29/7/19	6/9/19	1, 2, 4	CH/JB/GW/WD					
-	CPCPFS3037A	Install domestic and residential life safety sprinkler systems	RTO	29/7/19	6/9/19	1, 2, 4	CH/JB/GW/WD					

Block 16 - Projects FS1, WT3 Block 17 – Projects FS1 continued, WT5 (Completion of qualification if not doing Mechanical Stream)

Employer contact point		Final Confirmation Record		
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)
Wc 2/9/19	8			

Legend

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- Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle.

² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

Units of Competence			Training and delivery						Assessment			Em/er cfmn
N Hrs	Code	Title	RTO/ WBD ¹	P start date	P end date	Assess Methods ²	Trainers / assessors	A start date	Result	Assessor signature	Date	Y/NA
Block 18		Projects MS3, MS6 Double block for mechanical apprentices only							Block 18 Projects MS3, MS6			
40	UEENEEJ102A	Prepare and connect refrigerant tubing and fittings	RTO	9/9/19	6/12/19	1, 2, 4	CH/JB/GW/WD					
70	UEENEEJ105A	Position, assemble and start up single head split air conditioning and water heating heat pump systems	RTO	9/9/19	6/12/19	1, 2, 4	CH/JB/GW/WD					
60	UEENEEJ172A	Recover, pressure test, evacuate, charge and leak test refrigerants - split systems	RTO	9/9/19	6/12/19	1, 2, 4	CH/JB/GW/WD					
54	CPCPMS3031A	Fabricate and install steel pressure piping	RTO	9/9/19	6/12/19	1, 2, 4	CH/JB/GW/WD					
Block 19		Projects MS10, MS5. MS2 Mechanical apprentices only							Block 19 Projects MS10, MS5. MS2			
8	CPCPMS3038A	Install air conditioning control equipment	RTO	28/10/19	6/12/19	1, 2, 4	CH/JB/GW/WD					
24	CPCPMS3034A	Install medical gas pipeline systems	RTO	28/10/19	6/12/19	1, 2, 4	CH/JB/GW/WD					
8	CPCPMS3039A	Maintain mechanical services equipment	RTO	28/10/19	6/12/19	1, 2, 4	CH/JB/GW/WD					

Total number hours	1336	Total number units	77
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Block 18 - Projects MS3, MS6 Block 19 - Projects MS10, MS5, MS2 (Completion of qualification if doing Mechanical Stream)					
Employer contact point		Final Confirmation Record			
Proposed Date	Agreed Contact Method ³	Actual Date	Employer Signature (face to face contact)	Record Reference (other contacts)	
Wc 2/12/19	7				
Legend					
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² Assessment Method/s			³ Employer Contact Method/s		
1 Question/answer (written and/or verbal)	3 Observation of tasks	5 Third party report	7 Face to face	9 Phone	11 E-conference
2 Demonstration	4 Written response	6 Other (please specify)	8 Email	10 Post / Fax	12 Other (please specify)

The following section is to be signed when the apprentice has completed their qualification

In line with Competency Based Completion requirements, <http://www.education.vic.gov.au/training/learners/apprentices/pages/competency.aspx>, by signing the following section, you agree that **Johnny Apprentice** has completed the 'off the job' training component of their apprenticeship. This will also complete his/her apprenticeship on the date stated below.

To be completed once competence for the above qualification has been established						
I certify that the effective date of completion of the qualification is <input type="text" value=" / / ."/>	Employer signature		Apprentice signature		RTO signature	
	Name		Name	Johnny Apprentice	Name	
	Date		Date		Date	

Information about Competency Based Completion

Competency based completion (CBC) applies to all plumbing apprentices whose training commenced on or after 1 January 2011. Please note these dates refer to the date training commenced with an Registered Training Organisation (RTO) and not the commencement date of the training contract.

*The apprenticeship is completed when all the competencies of the structured training have been achieved **and** the employer has returned written confirmation of the apprentice's competence as an employee in the workplace to the RTO.*

Completion may be formalised by the joint signing off on the training plan.

RTOs must ensure that clear advice has been provided to the employer that this confirmation completes the training contract for an apprenticeship. When the RTO has received the confirmation from the employer, the RTO will enter the information into the apprenticeship database known as DELTA.

The VRQA will then write to both the employer and the apprentice confirming that the apprenticeship is completed.

Refer to <http://www.vrqa.vic.gov.au/apptrain/Pages/completion.aspx> for further information about CBC requirements.