

INSTITUTE OF TRAINING

RTO # 91647

This is to certify that

Ahmed Homsi

Student No: 115650

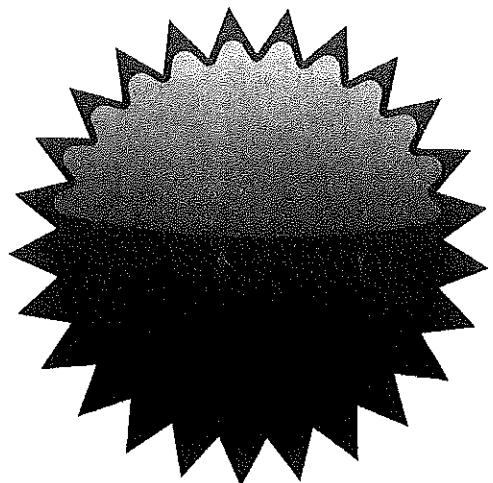
Has fulfilled the requirements for

CPC30211
Certificate III in Carpentry



NATIONALLY RECOGNISED
TRAINING

.....
Khadar Roude
Chief Executive Officer
Date of Issue – 30 August 2017



Certificate No: 100650-CARP

THE QUALIFICATION IS RECOGNISED WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

Institute of Training Pty Ltd
ABN: 58 121 632 844
Level 1, 346-348 Chapel Road, Bankstown NSW 2200
Telephone – 1300 611 700

INSTITUTE OF TRAINING

RTO # 91647

Record of Results

Ahmed Homsi

Student No: 115650

CPC30211 Certificate III in Carpentry

2017	CPCCCA2002B	Use carpentry tools and equipment	RPL
2017	CPCCCA2011A	Handle carpentry materials	RPL
2017	CPCCCA3001A	Carry out general demolition of minor building structures	RPL
2017	CPCCCA3002A	Carry out setting out	RPL
2017	CPCCCA3003A	Install flooring systems	RPL
2017	CPCCCA3004A	Construct wall frames	RPL
2017	CPCCCA3005B	Construct ceiling frames	RPL
2017	CPCCCA3006B	Erect roof trusses	RPL
2017	CPCCCA3007C	Construct pitched roofs	RPL
2017	CPCCCA3008B	Construct eaves	RPL
2017	CPCCCA3010A	Install and replace windows and doors	RPL
2017	CPCCCA3012A	Frame and fit wet area fixtures	RPL
2017	CPCCCA3013A	Install lining, paneling and moulding	RPL
2017	CPCCCA3014A	Construct bulkheads	RPL
2017	CPCCCA3015A	Assemble partitions	RPL
2017	CPCCCA3016A	Construct timber external stairs	RPL
2017	CPCCCA3023A	Carry out leveling operations	RPL
2017	CPCCCM1012A	Work effectively and sustainably in the construction industry	RPL
2017	CPCCCM1013A	Plan and organise work	RPL
2017	CPCCCM1014A	Conduct workplace communication	RPL
2017	CPCCCM1015A	Carry out measurements and calculations	RPL
2017	CPCCCM2001A	Read and interpret plans and specifications	RPL
2017	CPCCCM2002A	Carry out excavation	RPL
2017	CPCCCM2007B	Use explosive power tools	RPL
2017	CPCCCM2008B	Erect and dismantle restricted height scaffolding	RPL
2017	CPCCCM2010B	Work safely at heights	RPL
2017	CPCCCO2013A	Carry out concreting to simple forms	RPL
2017	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	RPL
2017	BSBSMB301	Investigate micro business opportunities	RPL
2017	BSBSMB406	Manage small business finances	RPL

.....
Khadar Roude
Chief Executive Officer
Date of Issue – 30 August 2017
Certificate No: 100650 - CARP

Institute of Training Pty Ltd
ABN: 58 121 632 844
Level 1, 346-348 Chapel Road
Bankstown NSW 2200
Telephone – 1300 611 700

INSTITUTE OF TRAINING

RTO # 91647

This is to certify that

Ahmed Homsi

Student No: 225545

Has fulfilled the requirements for

CPC40110

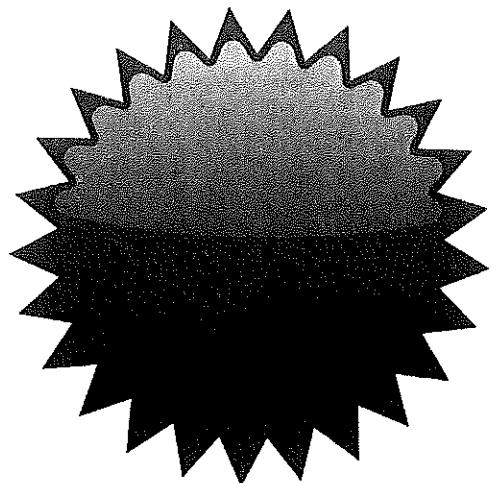
Certificate IV in Building and Construction (Building)



NATIONALLY RECOGNISED
TRAINING

.....
Khadar Roude
Chief Executive Officer
Date of Issue – 30 August 2017

Certificate No:110545-BUILD



THE QUALIFICATION IS RECOGNISED WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

Institute of Training Pty Ltd
ABN: 58 121 632 844
Level 1, 346-348 Chapel Road, Bankstown NSW 2200
Telephone – 1300 611 700

INSTITUTE OF TRAINING

RTO # 91647

Record of Results

Ahmed Homsi

Student No: 225545

CPC40110 Certificate IV in Building and Construction (Building)

2017	CPCCBC4018A	Apply site surveys and set out procedures to building and construction projects	RPL
2017	CPCCBC4024A	Resolve business disputes	RPL
2017	BSBSMB401	Establish legal and risk management requirements of small business	RPL
2017	BSBSMB406	Manage small business finances	RPL
2017	CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects	RPL
2017	CPCCBC4002A	Manage occupational health and safety in the building and construction workplace	RPL
2017	CPCCBC4003A	Select and prepare a construction contract	RPL
2017	CPCCBC4004A	Identify and produce estimated costs for building and construction projects	RPL
2017	CPCCBC4005A	Produce labour and material schedules for ordering	RPL
2017	CPCCBC4006B	Select, procure and store construction materials for low rise projects	RPL
2017	CPCCBC4007A	Plan building or construction work	RPL
2017	CPCCBC4008B	Conduct on-site supervision of building and construction projects	RPL
2017	CPCCBC4009B	Apply legal requirements to building and construction projects	RPL
2017	CPCCBC4010B	Apply structural principles to residential low rise constructions	RPL
2017	CPCCBC4011B	Apply structural principles to commercial low rise constructions	RPL
2017	CPCCBC4012B	Read and interpret plans and specifications	RPL

Khadar Roude
Chief Executive Officer
Date of Issue – 30 August 2017
Certificate No: 110545-BUILD

Institute of Training Pty Ltd
ABN: 58 121 632 844
Level 1, 346-348 Chapel Road
Bankstown NSW 2200
Telephone – 1300 611 700

Driver Licence
New South Wales, Australia

Ahmad HOMSI

Card Number
2 031 295 716

UNIT 5
100 YANGGORD RD
LAKENHURST NSW 2105
LICENCE NO.
14810374
LICENCE EXPIRES
C 16 JAN 2015



DRIVER'S
05 OCT 2009

EXPIRES
05 OCT 2015

CARPENTRY III

Building IV

USI # M2RBSMKS~~8Q~~ 8Q

SANA
TARIQ



DIVERSE
TRAINING CONCEPTS
PROFESSIONAL TRAINING SOLUTIONS

This is to certify that

Ahmed Homsi

has successfully fulfilled the requirements for

Certificate II in Security Operations

CPP20207

NATIONALLY RECOGNISED
TRAINING

Date competence achieved: 22nd January, 2010 Date Qualification Issued: 22nd January 2010

Certificate Number: 88182-10/014

Phillip Mahoney
Chief Executive Officer

Wayne Carney
Director of Studies

Diverse Training Concepts Pty Ltd Was Trustee for The Mahoney Family Trust ABN 4159309592 ACN 123 674 476



Student Enrolment Form

Name of Qualification/Course enrolling in:	
Unit/Course Code	CPL30116 & CPL40210
Course Description	Carpentry & Building and Construction
Unique Student Identifier – USI No:	

All students must have a USI on enrolment. Create one at www.usiservice.com

1. Personal Details			
Title	<input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other		
Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
Family Name	Hemsi		
Given Names	Ahmed		
Preferred Name			
Date of Birth	05/10/91	Age	<input type="text"/>
What is the address of your usual residence?			
Building/property name			
Flat/unit details			
Street or lot number (e.g. 205 or Lot 118)	15		
Street name	102 Yangaee Rd		
Suburb, locality or town	Lahemboe		
State	NSW	Postcode	21915
What is your postal address (if different from above)?			
Building/property name			
Flat/unit details			
Street or lot number (e.g. 205 or Lot 118)			
Street name			
Postal delivery information (eg. PO Box 254)			
Suburb, locality or town			
State			
Phone and contact details			
Home			
Work			
Mobile			
Email			

2. Emergency Contact

Name Relationship
 Home
 Work
 Mobile

3. Language and Cultural Diversity

In which country were you born?
 Australia
 No Other, please specify IRAQ
Resident Type
 Australian citizen
 Permanent Australian resident
 New Zealand citizen living in Australia
 Visa type – _____

Do you speak a language other than English at home?
 If more than one language, indicate the one which is spoken the most.
 No, English only Yes, specify Arabic
How well do you speak English?
 Very well Well
 Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin?
 No
 Yes - Aboriginal Yes - Torres Strait Islander

4. Individual Learning Needs

Do you consider yourself to have a disability, impairment or long-term condition?
 Yes No – go to question 5
 If yes, please indicate (You may indicate more than one)

<input type="checkbox"/> Vision	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Physical	<input type="checkbox"/> Hearing/Deaf
<input type="checkbox"/> Learning	<input type="checkbox"/> Mental illness
<input type="checkbox"/> Medical condition	
<input type="checkbox"/> Acquired brain impairment	
<input type="checkbox"/> Other	

Adjustments
 Are there any adjustments you believe we may need to make in order for you to be successful in the qualification?

If yes, please specify.....

Student Enrolment Form

5. Education

What is your highest COMPLETED school level?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

In which YEAR did you complete that level?

Are you still attending secondary school?

- Yes
- No

Have you SUCCESSFULLY completed any of the following qualifications?

- Yes
- No

- Bachelor Degree or Higher Degree level
- Advanced Diploma or Associate Degree level
- Diploma (or associate diploma)
- Certificate IV (or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Certificates other than the above

6. Reasons for your Study Tick One box only

Which best describes your reasons for enrolling in the qualification?

- To get a job
- To develop my existing business
- To start my own business
- To try a different career
- To get a better job or promotion
- It is a requirement of my job
- I want extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons, please state
.....

How did you hear about this course?

- Advertisement – where *friend*
- Word of mouth – who *friend*
- Website
- Other – please specify
.....

7. Current Employment Status

Which best describes your current employment status?

- Full time employee
- Part time employee
- Self-employed – not employing others
- Employer
- Employed - unpaid worker in family business
- Unemployed seeking full time work
- Unemployed seeking part time work
- Not employed, not seeking employment

DO NOT WORK? Are you registered for unemployment Benefits with Centrelink?

- Yes
- No

8. Employer Details

Company Name.....

Contact Name *Self Employed*

Address.....

Suburb State Postcode

Phone

email

9. Apprenticeships and Traineeships

Are you enrolling as part of an apprenticeship or traineeship?

- Yes
- No

Start date of employment: _____

Job Title: _____

Hours per week: _____

Please provide photo ID upon enrolment.

10. Recognition of Prior Learning / Credit

Are you seeking RPL or credit transfer for any units in this qualification? Yes No

If so, please provide original transcripts or discuss with your trainer.

Student Enrolment Form

11. Jobseekers Seeking Concession

Please complete this section only if you are applying for concession as a jobseeker for a funded program.

Job Search Agency

Job Seeker ID

Employment Co-ordinator's Name

Suburb

Landline

Mobile

Email
JSA Client Group Youth at risk CALD
 Carer/Parent

Will the Job Search Agency pay part or all of fees?
 Yes No If yes, provide details below.

100 Point ID Check required for all enrolments.

12. Centrelink Details

Are you registered with Centrelink for these Allowances?

Yes No

If yes, which allowance?

- Newstart Allowance
- Youth Allowance
- Age Pension
- Disability Support Pension
- Parenting Payment (single)
- Parenting Payment (partnered)

****If yes, complete Centrelink reference number —**

Centrelink customer reference number (CRN)

--	--	--	--	--	--	--	--	--

Centrelink Benefit expiry/...../.....

Please provide a copy of your benefit card

For VET Fee Help access – Tax File Number (TFN)

--	--	--	--	--	--	--	--

13. Course Fee - I am aware the enrolment fee is \$_____ Contact AIOT if unsure of fees.

An enrolment fee must be paid upon enrolment of a course. You should be aware of all fees before enrolment. When a course fee applies, please nominate the person/s responsible for the payment of the fee.

Payment will be Student - Full payment Third Party - Full payment

Student's Name _____ Signed _____ Date _____

Third Party Representative Name _____ Signed _____

Third Party, the invoice is to be made out to _____

Please complete Credit Card details if you authorise AIOT to take payment via Credit Card:

Card Type: _____ Name on Card: _____

Card Number: _____ Expiry: _____ CCV: _____ Amount: _____

14. Your Privacy and Declaration

I give permission to AIOT to create or verify my Unique Student Identifier, USI. State Training Services may collect required information on this form for use by the Department of Industry, Innovation, Science, Research and Tertiary (DIISRTE). This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes. The information you provide may be accessed by officers of these two departments and by the National Centre for Vocational Education Research (NCVER) for the above purposes. I also acknowledge that I have received a copy of the student handbook prior to enrolment.

I have honestly and accurately provided information contained on this enrolment form.

Signed Date/...../.....

Student Enrolment Form

Identification Verification

Occasions will arise for the necessity for the proof of identity of a particular individual. All applicants must provide 100 points of identification from the options listed below. One form of identification must be a Primary Document.

Primary documents (70 points)

Only one of the following may be claimed:

Birth certificate	Current passport
Birth card issued by a registry of births, deaths and marriages	Expired passport, which has not been cancelled and which was current within the preceding two years
Citizenship certificate	Other document of identity having the same characteristics as a passport (including diplomatic documents and some documents issued to refugees)

Secondary documents (40 points)

Document issued by Authorised Deposit-Taking Institutions (ADIs), banks, building societies, credit unions or registered corporations. Signatory is a known customer of at least 12 months standing.	Driver licence issued by an Australian state or territory
Written reference from one of the following institutions, verifying name of signatory and signed by both referee and signatory. Signatory must be known for at least 12 months.	Licence or permit issued under a law of the Australian Government or a state or territory government (e.g. a boat licence)
Another financial body certifying that the signatory is a known customer	Identification card issued to a public employee
Another customer who has been verified as a signatory by the cash dealer	Identification card issued by the Australian Government or a state or territory government as evidence of the person's entitlement to a financial benefit
An acceptable referee (refer to AUSTRAC Guideline No 3 and Information Circular No. 3)	An identification card issued to a student at a tertiary education institution
Any of the following, which must contain a photograph and a name. Additional documents from this category are awarded 25 points.	

Secondary documents (35 points)

Name and address of signatory verified from any of the following:	A mortgage or other instrument of security held by a financial body
A document held by the cash dealer giving security over the signatory's property	Local government (council) land tax or rates notice
A mortgage or other instrument of security held by another financial body	Document from your current employer or previous employer within the last 2 years
Must have name and address on:	Land Titles Office record
A document held by a cash dealer giving security over your property	Document from the Credit Reference Association of Australia

Secondary documents (25 points)

Document must show your name and signature:	Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny
Marriage certificate (for maiden name only)	Records of a public utility—phone, water, gas or electricity bill
Credit card	Records of a financial institution
Foreign driver licence	A record held under a law other than a law relating to land titles
Medicare card (signature not required on Medicare card)	Lease/rent agreement
Membership to a registered club	Rent receipt from a licensed real estate agent
NRMA membership	Document must show your name and date of birth
EFTPOS card	Record of a primary, secondary or tertiary educational institution attended by the applicant within the last 10 years
Document must show your name and address:	Record of professional or trade association of which the applicant is a member

USI # M2RBSMKS8Q Ahmed Fbms1

**INSTITUTE
OF TRAINING**

**Recognition of Prior
Learning Kit**

**CPC30211
Certificate III in Carpentry**

**Part Two – Candidates
Manual**



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SECTION 1

Candidate Information and Application Forms

The documentation in this section is for the applicant, to provide them the necessary information about the RPL process and to complete the appropriate forms.

What is a Carpenter?

Certificate III in Carpentry is the qualification most recognised in the Building and Construction Industry, as the minimum qualification in progressing to Builder status and obtaining an unrestricted Building licence. This job is hands on and often physically demanding.

Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential and commercial buildings, and large concrete, steel and timber structures such as bridges, dams, power stations and civil engineering projects.

A Carpenter may perform the following tasks:

- construct formwork into which concrete is poured
- set out an outline of the building on the ground of the site, using string and pegs to allow for excavations
- erect floors and wall frameworks (timber or metal), roofs and suspended ceilings and lay timber floors
- read plans and specifications to determine the materials required, dimensions and installation processes
- install metal and timber windows and sashes, and metal and timber doors
- construct and erect prefabricated units, such as cottages and houses
- cut materials with hand and power tools, and assemble or nail, cut and shape parts
- install door handles, locks, hardware, flooring underlay, insulating material and other fixtures
- maintain and sharpen tools

Personal Requirements:

- interested in practical work
- able to work with your hands
- a sense of balance and ability to work at heights
- good at mathematics
- good health and eyesight
- enjoy working in a team

The Certificate III qualification for Carpentry requires 30 units of competency to be successfully completed to achieve the credential. Of these 30 units, 22 are compulsory and a further eight may be selected from the list of Elective units.

"If you are doing these roles in your job, then don't write off your skills – consider getting them recognised."

Help

To have your skills and knowledge formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and difficulty and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there;
2. Bring your position description and any performance appraisals you have from any Carpentry facilities you have worked in;
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level;
5. Collect any certificates from in-house training or formal training you have done in the past; and
6. You can speak with your training organisation about other ways you can show your skills in Carpentry facilities. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

The RPL Process

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in Carpentry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history.

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of two work referees who can confirm your skills in the industry.

Step 2 – A Conversation with your Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer Carpentry related questions to identify your current skills.

Step 3 – A Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further Steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Application – Self Assessment Questionnaire

CPC30211 Certificate III in Carpentry

Applicant Name

Ahmed Henri

Date

Please identify your level of experience in each unit of competency and provide evidence of any claims for the experience that you make.

Unit Code	Unit Title	Your evidence			
		Details of what you have done?	How often	How recently	Already Competent
Example CPCCCM2002A	Carry out excavation	Worked with ABC constructions for seven years where we conducted many footing excavations with both plant and by hand	2 per month	last month	Yes/No
CPCCCA2002B	Use carpentry tools and equipment	To carry out tasks equipment and Plant are selected.	"	Daily	Yes/No
CPCCCA2011A	Handle carpentry materials	Through my work we handled carpentry materials.	"	Daily	Yes/No
CPCCCA3001A	Carry out general demolition of minor building structures	Risks are identified and managed.	"	Daily	Yes/No
CPCCCA3002A	Carry out setting out	Measurements of boundary lines are carry out for setting out.	"	Daily	Yes/No
CPCCCA3023A	Carry out levelling operations	Required equipment are used while carrying out levelling operations.	"	Daily	Yes/No
CPCCCM1012A	Work effectively and sustainably in the construction industry	In my work experience I worked effectively.	"	Daily	Yes/No
CPCCCM1013A	Plan and organise work	For tasks we organise plan.	"	Daily	Yes/No
CPCCCM1014A	Conduct workplace communication	Instructions are strictly followed.	"	Daily	Yes/No

Unit Code	Unit Title	Your evidence			
		Details of what you have done?	How often	How recently	Already Competent
CPCCCM1015A	Carry out measurements and calculations	Appropriate calculation factor are determined	u	daily	
CPCCCM2001A	Read and interpret plans and specifications	All aspects of drawing are accepted.	u	daily	
CPCCCM2002A	Carry out excavation	required tools are used for excavation process.	u	weekly	
CPCCCM2007B	Use explosive power tools	Proper safety is taken while using explosive tools.	u	daily	
CPCCCM2008B	Erect and dismantle restricted height scaffolding	Purpose of scaffolding are confirmed.	u	daily Weekly	
CPCCCM2010B	Work safely at heights	Safety measures are checked periodically	u	daily	
CPCCCO2013A	Carry out concreting to simple forms	wheel barrow is used for transport concrete	u	Weekly	
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	OHS, hazard, accident or incident to according to work place procedures	u	daily	
CPCCA3003A	Install flooring systems	Plant, tools and equipment selected to carry out flooring system	u	Weekly	<input checked="" type="radio"/> Yes/No
CPCCA3004A	Construct wall frames	wall frame components are identified and selected.	u	daily	<input checked="" type="radio"/> Yes/No
CPCCA3005B	Construct ceiling frames	u	u	daily	<input checked="" type="radio"/> Yes/No

Unit Code	Unit Title	Your evidence			
		Details of what you have done?	How often	How recently	Already Competent
CPCCCA3006B	Erect roof trusses	Location of roof trusses for hip and valley	u	daily	<input checked="" type="radio"/> Yes/No
CPCCCA3007C	Construct pitched roofs	"	u	daily	<input checked="" type="radio"/> Yes/No
CPCCCA3008B	Construct eaves	"	u	weekly daily	<input checked="" type="radio"/> Yes/No
CPCCCA3010A	Install and replace windows and doors	Replacement is done according to manufacturers requirements	u	daily	<input checked="" type="radio"/> Yes/No
CPCCCA3012A	Frame and fit wet area fixtures	Housings are set out for fittings.	u	daily	<input checked="" type="radio"/> Yes/No
CPCCCA3013A	Install lining, panelling and moulding	"	u	daily	<input checked="" type="radio"/> Yes/No
CPCCCA3014A	Construct bulkheads	"	u	daily	<input checked="" type="radio"/> Yes/No
CPCCCA3015A	Assemble partitions	Locations are marked for partitions purposes	u	daily	<input checked="" type="radio"/> Yes/No
CPCCCA3016A	Construct timber external stairs	All equipments are utilized.	u	daily	<input checked="" type="radio"/> Yes/No
BSBSMB301A	Investigate micro business opportunities	Gathering information for business opportunities	u	weekly	<input checked="" type="radio"/> Yes/No
BSBSMB406A	Manage small business finances	"	u	daily	<input checked="" type="radio"/> Yes/No

Applicant Signature

Date

Candidate Application Form

Personal Details

Surname	Homsi	Given Name	Ahmed.
Home Address	Unit 5, 100 Yangeera Rd		
Suburb	Lakemba	State & Postcode	NSW 2195
Date of Birth	05/10/91	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female

Language and Cultural Diversity

Country of Birth	NIRAQ	Citizenship			
Are you of Australian Aboriginal or Torres Strait Islander origin? <small>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</small>			<input type="checkbox"/> Yes	Aboriginal	<input type="checkbox"/> Yes
			<input checked="" type="checkbox"/> No	Torres Strait Islander	<input type="checkbox"/> No
How well do you speak English?	Very well	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Not well	<input type="checkbox"/> Yes
	Well	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Not at all	<input type="checkbox"/> Yes

Disability

Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)					
Hearing/Deaf	<input type="checkbox"/>		Acquired Brain Impairment	<input type="checkbox"/>	
Physical	<input type="checkbox"/>		Vision	<input type="checkbox"/>	
Intellectual	<input type="checkbox"/>		Medical Condition	<input type="checkbox"/>	
Learning	<input type="checkbox"/>		Other	<input type="checkbox"/>	
Mental Illness	<input type="checkbox"/>				

Education

Previous Qualifications

Employment

What is your highest COMPLETED school level? (Tick ONE box only.)		Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes	Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)
<input checked="" type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> If YES, then tick ANY applicable boxes		
<input type="checkbox"/> Year 11 or equivalent		Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/> Full-time employee
<input type="checkbox"/> Year 10 or equivalent		Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Year 9 or equivalent		Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/> Self employed - not employing others
<input type="checkbox"/> Year 8 or below		Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/> Employer
<input type="checkbox"/> Never attended school		Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/> Employed - unpaid worker in a family business
<input type="checkbox"/> In which YEAR did you complete that school level?		Certificate II	<input type="checkbox"/>	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Are you still attending secondary school?		Certificate I	<input type="checkbox"/>	<input type="checkbox"/> Unemployed - seeking part-time work
		Certificates other than the above	<input type="checkbox"/>	<input type="checkbox"/> Not employed - not seeking employment

Personal History

Why are you undertaking this course/program?

To get a job	<input type="checkbox"/>		It was a requirement of my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>		I wanted extra skills for my job	<input checked="" type="checkbox"/>
To start my own business	<input type="checkbox"/>		To get into another course of study	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>		For personal interest or self-development	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>		Other reasons	<input type="checkbox"/>

Do you wish to apply for Recognition of Prior Learning?
 Yes

 No

Proposed Study

Proposed commencement date:		/	/		
Code	Unit of Competency Name		Tuition Fee	Potential Materials Fee	Maximum Duration
CPC30211	Certificate III in Carpentry				

Fee Calculation

Enrolment Fee		Material Fee	
Tuition Fee		Other	
Total Fee Amount			

No obligation is created on Institute of Training until an official receipt is issued.

Other Potential Fees

External Complaint Resolution Fee	No Charge	Replacement Certificate	\$100.00
Administration/Enrolment Fee (Non-refundable)	\$250.00	Replacement Student ID Card	\$15.00
Overdue Fees 14 days overdue	\$100.00	RPL Application Fee	\$200.00
Continuing late fee after one (1) month/month	5%	RPL Assessment Fee per UOC	\$120.00
Re issue of documents	\$50.00	Resume assist service	\$50.00
Re-enrolment Fee	\$500.00	Text Books/Learning Guides - All Courses	\$450.00
1 st Reassessment	No Fee	Variation to Fee Payment Contract	\$25.00
2 nd Reassessment	No Fee	Welfare Service - Institute Referral Service	No Charge
3 rd and subsequent Reassessment	\$200.00	Welfare Service - Institute Representative	No Charge
Re sit assessment due to Academic Misconduct	\$200.00	Welfare Service - External Professional Fees	\$50 +

Note: There is a possibility for potential fees to change during a student's course and applicable refund policies.

Refund Policy

If an applicant accepts a place offered by Institute of Training and pays the fees, it means a binding contract is created between the student and Institute of Training.

Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a course of study must be made in writing to Institute of Training.

In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown at Table 1.

Institute of Training will include in a written agreement (enrolment/application form) the following information, which is to be consistent with the necessary requirements, in relation to refunds of course money in the case of student and provider default:

- a) amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider)
- b) processes for claiming a refund
- c) a plain English explanation of what happens in the event of a course not being delivered, and
- d) a statement that "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

A total or partial refund is applicable when:

Institute of Training default

This policy applies to an intending student in relation to a course if:

- a) the course does not start on the agreed starting day; or
- b) the course ceases to be provided at any time after it starts but before it is completed; or
- c) the course is not provided in full to the student because a sanction has been imposed on the registered provider;
- d) and the student has not withdrawn before the default day.

Student Default

This policy also applies to all student or an intending students in relation to a course if:

- a) the course starts on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- b) the student withdraws from the course (either before or after the agreed starting day); or
- c) the registered provider of the course refuses to provide, or continue providing, or provide progress documentation for a course to the student because of one or more of the following events:
 - I. the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - II. the student breached a condition of his or her student visa;
 - III. misbehaviour by the student.

Institute of Training will make a refund within four (4) weeks of a Provider Default or receiving a written claim by the student in accordance with the Terms and Conditions as outlined on this Enrolment/Application Form.

All refund considerations will be strictly limited to the total of monies which Institute of Training has actually received. The refund calculation will not include:

1. Application/enrolment fees are non-refundable;
2. If a student notifies Institute of Training of their intention to withdraw from individual units or a program before their original start date then they will be eligible to receive a refund minus a \$250 administration charge/ application fee;
3. registration/processing fee;
4. No refunds will be given for notification of withdrawal which occurs after the start of the program. The exception to this is noted in paragraph five (5).
5. Once training has commenced in the course e.g. Diploma of Management, no refund is available to participants who leave before finalising the course unless the student can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee/deposit. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that course within twelve months of initial payment. Refund requests should be made in writing.

6. the part of expenses for travel, bank charges, accommodation and other domestic services that cannot be offset

- by providing the services to someone else;
7. the cost of books, equipment and other materials needed for the course;
 8. proportion of course money received for the proportion of the course provided to the student before the default date;
 9. agents commission paid through the Institute on behalf of the student whether the commission was paid before or after monies were received by the Institute of Training; and
 10. If a student notifies Institute of Training of their intention to withdraw before the original start date and are eligible for a refund as per paragraph three (3) above, then the refund will be paid within four (4) weeks of Institute of Training receiving your request for refund.
 11. No academic penalty will be incurred if a student notifies Institute of Training of their intention to withdraw from individual units or a program before the end of week four (4) of a semester.
 12. All fees and charges are payable upon invoice and will cover a period of programmed payments. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
 13. Any refund will be paid to the person or entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid.
 14. Fees may be subject to change without notice.

In all circumstances Institute of Training will provide a statement and an explanation of how the refund was calculated and make fully available access to Institute of Training Grievance Policy. This agreement and the availability of Institute of Training Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

Table 1

Refund Circumstances	Refund Amount
Withdrawal at least ten weeks prior to the agreed start date	Full refund
Withdrawal at least four weeks prior to agreed start date	Refund equal to 80% of the tuition fees less enrolment fee of \$250
Withdrawal less than four weeks prior to agreed start date	No refund
Course withdrawn by Institute of Training	Full refund
Institute of Training is unable to provide the course for which the original offer was made	Full refund

Institute of Training Commitment

Institute of Training undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the National Vocational Regulator Standards as accredited by the Australian Skills and Quality Authority.

Disclaimer

Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g. anything related to physical ability, cultural background or educational background. The RTO will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

Credit Card Details

Card Type		Expiry Date	/
Name on card			
Card Number		CCV	
I, _____		authorise Institute of Training	
debit \$ _____ from my account/credit card.			
Signed		Date	

Direct Deposit

Payee	Institute of Training	Account Number	145 138 871
Financial Institution	Bendigo Bank	BSB Number	633 000

Please post your enrolment to PO Box 771, Drummoyne NSW 1470

OR bring the form to the Institute of Training with your payment. By making this payment and signing, I agree to the terms and conditions of enrolling in the selected course.

Issuing Certificates and Licences

It is important that you provide the exact name you wish to have shown on any qualifications or licences issued. Therefore it is important that you complete the particulars below in neat BLOCK letters so we can transfer the details to your documents.

Any incorrect information will incur a re-issue fee if we have to print the documentation again.

First name

A h m e d

Middle name: (if required)

.....

Last name

Homework

Current Employment

Are you currently employed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If Yes, in which occupation are you currently employed?	Carpentry
Who is your current employer?	Self employed.

Armed Forces details (If Applicable)

Branch of Service	
Trade classification on discharge	

Further Training

Have you undertaken any training courses related to the occupation applied for?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	

Is there any further information you wish to give in support of your application	
Professional Referees (relevant to work situation)	
Name	Ahmed Hussain
Position	Manager
Organisation	Novel P/L
Phone Number	
Mobile Number	
Email Address	

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	
Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

Candidate Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1. Alfred Hau Haus P/L Lakewood NSW 2195.	2010	current	Manger	FT	Carpentry
2.					

3.					
4.					
5.					

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

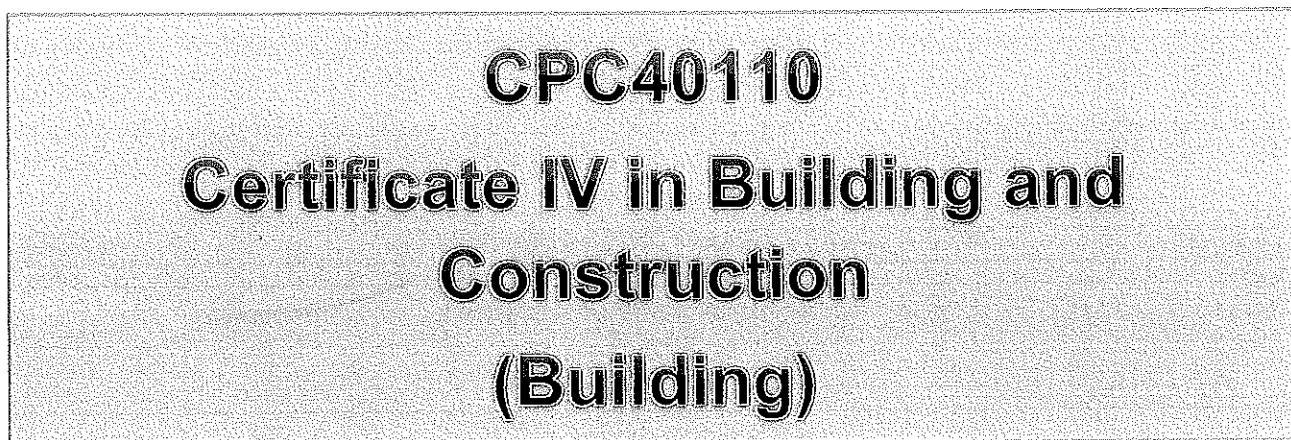
Candidate Name	<i>Ahmed Hemi</i>	Date
Candidate Signature		

UASH M2RBSNKS8Q

Ahmed Homsy



Recognition of Prior Learning Kit



Part Two – Candidates Manual

PMS

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SECTION 1

Candidate Information and Application Forms

The documentation in this section is for the applicant, to provide them the necessary information about the RPL process and to complete the appropriate forms.

What is Building and Construction?

Building construction is the process of adding structure to real property. The vast majority of building construction jobs are small renovations, such as addition of a room, or renovation of a bathroom. Often, the owner of the property acts as laborer, paymaster, and design team for the entire project. However, all building construction projects include some elements in common – design, financial, estimating and legal considerations. Many projects of varying sizes reach undesirable end results, such as structural collapse, cost overruns, and/or litigation reason; those with experience in the field make detailed plans and maintain careful oversight during the project to ensure a positive outcome. The causes of these deficiencies can be complex.

Commercial building construction is procured privately or publicly utilizing various delivery methodologies, including cost estimating, hard bid, negotiated price, traditional, management contracting, construction management-at-risk, design & build and design-build bridging.

Residential construction practices, technologies, and resources must conform to local building authority regulations and codes of practice. Materials readily available in the area generally dictate the construction materials used (e.g. brick versus stone, versus timber). Cost of construction on a per square meter basis for houses can vary dramatically based on site conditions, local regulations, economies of scale (custom designed homes are always more expensive to build) and the availability of skilled tradespeople. As residential construction (as well as all other types of construction) can generate a lot of waste, careful planning again is needed here.

Personal Requirements:

- physically fit;
- able to work at heights;
- interested in practical work;
- normal colour vision; and
- good sense of balance.

The Certificate IV qualification for Building and Construction requires 18 units of competency to be successfully completed to achieve the credential. Of these 18 units, 13 are compulsory and a further five are selected from a list of Elective units.

"If you are doing these roles in your job, then don't write off your skills – consider getting them recognised."

Help

To have your skills and knowledge formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and difficulty and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there;
2. Bring your position description and any performance appraisals you have from any Building and Construction facilities you have worked in;
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goals to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skills level;
5. Collect any certificates from in-house training or formal training you have done in the past; and
6. You can speak with your training organisation about other ways you can show your skills in Building and Construction. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

The RPL Process

Step 1 – Provide information of your skills and experience

Complete the enclosed forms and provide as much information of your previous experience in Building and Construction as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history.

Depending on the industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL as the Assessor will work with you during the RPL process.

You will also need to supply contact details of two work referees who can confirm your skills in the industry.

Step 2 – A Conversation with your Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer Building and Construction related questions to identify your current skills.

Step 3 – A Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further Steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Application – Self Assessment Questionnaire

CPC40110 Certificate IV in Building and Construction (Building)

Applicant Name

Ahmed Jamsi

Date

Please identify your level of experience in each unit of competency and provide evidence of any claims for the experience that you make.

Unit Code	Unit Title	Your evidence			
		Details of what you have done?	How often	How recently	Already Competent
Example CPCCCM2002A	Carry out excavation	Worked with ABC constructions for seven years where we conducted many footing excavations with both plant and by hand	2 per month	last month	Yes/No
BSBSMB406A	Manage small business finances	I am working in construction industry		<i>Daily</i>	Yes/No
CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects	Over 7 years I can use all equipment and tool appropriate to work, I can		<i>Daily</i>	Yes/No
CPCCBC4002A	Manage occupational health and safety in the building and construction workplace	manage business finances, apply building codes, Manage safety, at work place		<i>Daily</i>	Yes/No
CPCCBC4003A	Select and prepare a construction contract	prepare contract and produce labour etc.		<i>Monthly</i>	Yes/No
CPCCBC4004A	Identify and produce estimated costs for building and construction projects			<i>Weekly</i>	Yes/No
CPCCBC4005A	Produce labour and material schedules for ordering			<i>Weekly</i>	
CPCCBC4006B	Select, procure and store construction materials for low rise projects			<i>Weekly</i>	

Unit Code	Unit Title	Your evidence			
		Details of what you have done?	How often	How recently	Already Competent
CPCCBC4007A	Plan building or construction work	u		daily	
CPCCBC4008B	Conduct on-site supervision of building and construction projects	u		daily	
CPCCBC4009B	Apply legal requirements to building and construction projects	u		daily	
CPCCBC4010B	Apply structural principles to residential low rise constructions	u		daily	
CPCCBC4011B	Apply structural principles to commercial low rise constructions	u		daily	
CPCCBC4012B	Read and interpret plans and specifications	u		daily	
CPCCBC4018A	Apply site surveys and set-out procedures to building and construction projects	u		daily	
CPCCBC4024A	Resolve business disputes	u		daily	
BSBPMG510A	Manage projects	u		daily	

Applicant Signature

Date

Personal Details			
Surname	HOMSI	Given Name	Ahmed.
Home Address	Unit 5/100 Yangoora Rd.		
Suburb	Lalor	State & Postcode	NSW 2195
Date of Birth	05/10/1991	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Language and Cultural Diversity			
Country of Birth	IRAQ	Citizenship	
Are you of Australian Aboriginal or Torres Strait Islander origin? <small>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</small>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Aboriginal Torres Strait Islander
How well do you speak English?		Very well <input type="checkbox"/> Yes <input type="checkbox"/> No Well <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not well <input type="checkbox"/> Yes <input type="checkbox"/> No Not at all <input type="checkbox"/> Yes <input type="checkbox"/> No
Disability			
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)			
Hearing/Deaf	<input type="checkbox"/>		Acquired Brain Impairment <input type="checkbox"/>
Physical	<input type="checkbox"/>		Vision <input type="checkbox"/>
Intellectual	<input type="checkbox"/>		Medical Condition <input type="checkbox"/>
Learning	<input type="checkbox"/>		Other <input type="checkbox"/>
Mental Illness	<input type="checkbox"/>		
Education	Previous Qualifications	Employment	
What is your highest COMPLETED school level? (Tick ONE box only.)	Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)
Year 12 or equivalent	<input checked="" type="checkbox"/> If YES, then tick ANY applicable boxes	Full-time employee	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/> Bachelor Degree or Higher Degree	Part-time employee	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/> Advanced Diploma or Associate Degree	Self employed - not employing others	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/> Diploma (or Associate Diploma)	Employer	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	Employed - unpaid worker in a family business	<input type="checkbox"/>
Never attended school	<input type="checkbox"/> Certificate III (or Trade Certificate)	Unemployed - seeking full-time work	<input type="checkbox"/>
In which YEAR did you complete that school level?	<input type="checkbox"/> Certificate II	Unemployed - seeking part-time work	<input type="checkbox"/>
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate I	Not employed - not seeking employment
		Certificates other than the above	

Program History				
To get a job	<input type="checkbox"/>		It was a requirement of my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>		I wanted extra skills for my job	<input checked="" type="checkbox"/>
To start my own business	<input type="checkbox"/>		To get into another course of study	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>		For personal interest or self-development	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>		Other reasons	<input type="checkbox"/>

Do you wish to apply for Recognition of Prior Learning?

Yes

No

Proposed Study

Proposed commencement date:

7 / 7 / 17

Code	Unit of Competency Name	Tuition Fee	Potential Materials Fee	Maximum Duration
CPC40110	Certificate IV in Building and Construction (Building)			

Fee Calculation

Enrolment Fee		Material Fee	
Tuition Fee		Other	
Total Fee Amount	Paid in Full		

No obligation is created on Institute of Training until an official receipt is issued.

Other Potential Fees

External Complaint Resolution Fee	No Charge	Replacement Certificate	\$100.00
Administration/Enrolment Fee (Non-refundable)	\$200.00	Replacement Student ID Card	\$15.00
Overdue Fees 14 days overdue	\$100.00	RPL Application Fee	\$200.00
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- processes for claiming a refund
- a plain English explanation of what happens in the event of a course not being delivered, and
- a statement that "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

A total or partial refund is applicable when:

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- and the student has not withdrawn before the default day.

Student Default

This policy also applies to all student or an intending students in relation to a course if:

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- the student withdraws from the course (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, or provide progress documentation for a course to the student because of one or more of the following events:
 - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
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Institute of Training will make a refund within four (4) weeks of a Provider Default or receiving a written claim by the student in accordance with the Terms and Conditions as outlined on this Enrolment/Application Form.

All refund considerations will be strictly limited to the total of monies which Institute of Training has actually received. The refund calculation will not include:

- Application/enrolment fees are non-refundable;
- If a student notifies Institute of Training of their intention to withdraw from individual units or a program before their original start date then they will be eligible to receive a refund minus a \$250 administration charge/ application fee;
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- No refunds will be given for notification of withdrawal which occurs after the start of the program. The exception to this is noted in paragraph five (5).
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6. the part of expenses for travel, bank charges, accommodation and other domestic services that cannot be offset by providing the services to someone else;
7. the cost of books, equipment and other materials needed for the course;
8. proportion of course money received for the proportion of the course provided to the student before the default date;
9. agents commission paid through the Institute on behalf of the student whether the commission was paid before or after monies were received by the Institute of Training; and
10. If a student notifies Institute of Training of their intention to withdraw before the original start date and are eligible for a refund as per paragraph three (3) above, then the refund will be paid within four (4) weeks of Institute of Training receiving your request for refund.
11. No academic penalty will be incurred if a student notifies Institute of Training of their intention to withdraw from individual units or a program before the end of week four (4) of a semester.
12. All fees and charges are payable upon invoice and will cover a period of programmed payments. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
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14. Fees may be subject to change without notice.

In all circumstances Institute of Training will provide a statement and an explanation of how the refund was calculated and make fully available access to Institute of Training Grievance Policy. This agreement and the availability of Institute of Training Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

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Refund Circumstances	Refund Amount
Withdrawal at least ten weeks prior to the agreed start date	Full refund
Withdrawal at least four weeks prior to agreed start date	Refund equal to 80% of the tuition fees less enrolment fee of \$250
Withdrawal less than four weeks prior to agreed start date	No refund
Course withdrawn by Institute of Training	Full refund
Institute of Training is unable to provide the course for which the original offer was made	Full refund

Institute of Training Commitment

Institute of Training undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the National Vocational Regulator Standards as accredited by the Australian Skills and Quality Authority.

Disclaimer

Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g. anything related to physical ability, cultural background or educational background. The RTO will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

Credit Card Details			
Card Type		Expiry Date	/
Name on card			
Card Number		CCV	
I, _____ authorise Institute of Training			
debit \$ _____ from my account/credit card.			
Signed		Date	

Direct Deposit			
Payee	Institute of Training	Account Number	145 138 871
Financial Institution	Bendigo Bank	BSB Number	633 000
Please post your enrolment to	PO Box 771, Drummoyle NSW 1470		
OR bring the form to the Institute of Training with your payment. By making this payment and signing, I agree to the terms and conditions of enrolling in the selected course.			
Issuing Certificates and Licences			
It is important that you provide the exact name you wish to have shown on any qualifications or licences issued. Therefore it is important that you complete the particulars below in neat BLOCK letters so we can transfer the details to your documents.			
Any incorrect information will incur a re-issue fee if we have to print the documentation again.			

First name

A	h	M	e	d															
---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle name: (if required)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last name

H	O	M	S	I															
---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Current Employment		
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, in which occupation are you currently employed?	<i>Bulding & Construction</i>	
Who is your current employer?	<i>Self employed</i>	
Armed Forces details (If Applicable)		
Branch of Service		
Trade classification on discharge		
Further Training		
Have you undertaken any training courses related to the occupation applied for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes		
What occupation were you trained in?		
Training completion Date (month, year)		
Country where you trained		
Name of course and institution (if applicable)		

Is there any further information you wish to give in support of your application	

Professional Referees (relevant to work situation)

Name	Ahmed Hensi
Position	Manager
Organisation	Haus P/L
Phone Number	
Mobile Number	
Email Address	

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

Candidate Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
Mred Form Lakkenber NSW 2195 flows PT	2010	current	Manager	FT	Bulky Construction.
2.					

3.					
4.					
5.					

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Name	Ahmed Hemi	Date
Candidate Signature		

Ahmed Homsi

5/100 Yangoora Road, Belmore NSW 2192 • 0433 967 181 • homsi.ahmed@gmail.com

Objective

To obtain a challenging position in Security Management where my knowledge, experience and skills will be contributed towards the development of the organisation.

Skill Highlights

- Communication skills
- Human Resources Management
- Security Management
- Client Account Management
- Process Improvement
- Contract Negotiations
- Outsourcing
- Contract Management
- Business Development
- Customer Service and Relations
- Project Planning & Management
- Security Risk Management
- Staff Development and Training
- Team Leadership
- Body Guard
- Security Trainer
- Investigations
- Manpower
- Security Consultant
- Financial Management

Core Accomplishments

Project Management

- Transitioned a national contract within an allocated time frame for a large financial institution
- Transition Guarding Contracts across NSW

Human Resources

- Increase staff retention
- Reduced expenditures by 10% over a one year period
- Reduced training non-billable hours to less than 1%

Operations Management

- Managed multiple national contracts and NSW contracts.
- Handled all function related to security
- WH&S programs

Contract Negotiation

- Signed and negotiated contracts for major clients.

Staff Development

- Launched well received program of professional courses for all staff
- Mentored and coached employees resulting in 12% increase in productivity

Security Risk Management

- Provided Complex Security Risk Reviews to a leading Financial institution nationally.

Security Trainer

- Trained over 500 security officers, Loss prevention and Body guards
- Training site crisis and emergency management teams

Emergency/Crisis planning skills

- Assisting management of a major institution of a roll out its crisis management strategy and plan

Education

- Certificate IV in Security Risk Management
- Certificate IV Workplace Training
- Certificate IV in Government (Occupational Health & Safety)
- Certificate II Security Operations
- Introduction to Return to Work Coordination
- Health Safety Representative Training Course
- Advanced computer skills
- Senior First Aid
- RSA & RSG

Professional Experience

June 2012 – Current Operations Support Manager
Business Risks International
Surry Hills NSW

Manage multiple guarding contracts across the state, including Line Management of Client Service Managers and Operations Coordinators, Administration of Operational services, and supporting the national operation of the Business Risks International group.

- Management to the NSW and national accounts which include several landmark sites, Blue chip clients and Leading Financial institution.
- Management of 24/7 National Operations Centre
- Management of 6 National Operations Centre Coordinators
- Infrastructure maintenance and auditing
- Resource Management
- Recruitment and Employee management
- Staff training and induction
- Responsibility across profitability of the NSW Operations
- Business development to ensure that commercial opportunities for the business are met.
- Sound corporate governance including the provision of reports, and advice to the General Manager
- Effective implementation of company decisions and compliance with relevant legislation and Company Policy
- Good communication and effective working relationships with director, staff, customers, customers representatives and other stakeholders
- Provide security consultancy to clients
- Liaising with Operations Manager account Managers, site managers and coordinators across the group.
- Management of Payroll Reconciliation
- Directly responsible for approving and reconciling Sub-contractor invoices
- Regularly updating and implementing new policies and procedures,
- Complex Security Risk reviews

**September 2010– July 2012 National Operations Centre Coordinator
Business Risks International
Surry Hills NSW**

- Coordinating Roster portfolio
 - Rostering staff nationally in line with the BRI ECA
 - Build strong and effective relationships with staff, contractors, management and clients.
 - Advising management on staffing levels
 - Coordinating staff annual leave requests
 - Adhoc Shift coverage nationally
 - Ensuring all staff are correctly licensed and inducted prior to deployment
 - Ensuring all staff have a valid security licence and first aid
 - Ensuring all contractors have valid licenses and insurances
-

**August 2009- Diverse Training Concepts Pty Ltd (part time)
September 2010 Security Trainer
Sydney/Canberra**

- Plan, convene and deliver security training courses & workshops, designed with the overall intention of improving the competence of students
 - Contribute to the design, planning and reviewing of courses across DTC Security Programme
 - Work with Security Training Coordinator and Consultancies manager to ensure consistency in use of materials and training practice
 - Liaise and other support where appropriate to other associate trainers working at DTC Security courses to ensure consistency of practice.
-

**January 2008– September 2010 Operations Coordinator
Elan Security Services Pty Ltd
NSW/ACT**

Overall manage ten Mobile Patrol vehicles and fifty Security Officers

- Manage recruiting and selecting of staff
- Setting and achieving budget
- Sourcing and negotiating with suppliers
- Negotiating contracts and renewals with clients
- Implementing and control of national marketing/ business development strategy including recruitment, market research, customer service and relationship management.
- The writing and implementation of Elan Operating Procedure Manual, including human resource management, health and safety management, environmental management, investigations and surveillance, training and assessments and continuous improvement of all management systems.

Ahmed Homsi

5/100 Yangoora Road, Belmore NSW 2192 • 0433 967 181 • homsi.ahmed@gmail.com

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Ahmed Homsi

Your address

Email:

Date:

For the attention of: The HR Manager

Dear Sir/Madam,

Advertised Position: Operation Manager

I am writing to outline my extensive experience and successful track record as a Security Professional. I believe I possess the skills, qualifications and vital experience necessary to make a very significant contribution to your organisation and the advertised position.

I am extremely adaptable with a penchant for supervising diverse teams in the provision of a consummate security service to an array of clients operating in varying environments across Australia. As you will note from my enclosed resume, in my current role I am providing security and risk management services to a number of client across Australia. Concomitant to this, I am presiding and supporting the operational and management functions throughout Australia as the Operations Support Manager for Business Risk International, providing a trenchant of security service to these clients.

I am now looking for a challenging new position. Your company's excellent reputation in the market represents the ideal opportunity to ascend to the next level of my career. I am convinced that my rich experience in the realm of security allied to a robust disposition towards a professional development will be an invaluable asset in the growth of your business model.

Please do not hesitate to call me on **Mobile** so we can arrange an interview to discuss my application in greater depth.

Yours faithfully,

Ahmed Homsi (esq)

enc.: Resume

Working at Heights Questionnaire

1. You are working on a flat roof. What is the best way to stop yourself falling over the edge?

- a. A. Put a large warning sign at the edge of the roof
- b. Ask someone to watch you and shout when you get too close to the edge
- c. Protect the edge with a guard-rail and toe-board
- d. Use red and white tape to mark the edge



2. How many people should be on a ladder at the same time?

- a. 2
- b. 1
- c. 1 on each section of an extension ladder
- d. 3 if it is long enough



3. What is the best way to make sure that a ladder is secure and won't slip?

- a. Tie at the top
- b. Ask someone to stand with their foot on the bottom rung
- c. Tie it at the bottom
- d. Wedge the bottom of the ladder with blocks of wood



4. You need to use a ladder to get to a scaffold platform. Which of the statements is true?

- a. It must be tied and extend about five rungs above the platform
- b. All broken rungs must be clearly marked
- c. It must be wedged at the bottom to stop it slipping
- d. Two people must be on the ladder always



5. When you climb a ladder, you must discuss;

- a. Have three points of contact with the ladder always
- b. Have two points of contact with the ladder always
- c. Use a safety harness
- d. Have two people on the ladder always



6. A mobile tower scaffold must not be used on:

- a. A paved patio
- b. Soft or uneven ground
- c. An asphalt road
- d. A smooth concrete path



7. You need to stack materials on a scaffold platform. What is the best way to stop them falling over the toe-board?

- a. Put up warning signs on the stack
- b. Build the stack so that it leans away from the edge
- c. Fit brick guards
- d. Cover the stack with netting



8. It is safe to cross a fragile roof if you:

- a. Walk along the line of bolts
- b. Can see fragile roof signs
- c. Don't walk on any plastic panels
- d. Use crawling boards

9. You need to work at height. It is not possible to install edge protection or a soft-landing system. What should you do?

- a. Hold onto something while you use your other hand to do the work
- b. Ask someone to hold you while you work
- c. Wear a harness and lanyard and fix it to an anchor point
- d. Tie a rope around your waist and tie the other end to an anchor point

10. You need to reach the working platform of a mobile tower scaffold. What is the right way to do this?

- a. Climb up the tower frame on the outside of the tower
- b. Lean a ladder against the tower and climb up that
- c. Climb up the ladder built into the tower
- d. Jump from the rigid structure on which you are working

CANDIDATE NAME: Ahmed Homsi

MARK: 10 / 10



Allens Training

Pty Ltd

This is to verify that

Ahmed Homsi

is an approved provider to deliver the courses listed below in partnership with Allens Training Pty Ltd.

Apply First Aid

Perform CPR

Provide Basic Emergency Life Support

Instructor Number:

1662

Expiry:

10/03/2011

Allens Training

Ph: 1300 559 064

Head Office; PO Box 1260,
Goulburn NSW 2580

ACN: 114 766 657 ABN: 63 114 766 657

Allens Training Pty Ltd is a Registered Training Organisation No. 50204

www.allenstraining.com.au



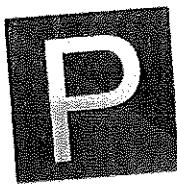
This letter is to certify that Mr Ahmed Homsi, on the 26th of February 2010, achieved the following competencies:

TAA40104

Certificate IV in Training and Assessment

TAAENV40A	Work effectively in vocational education and training	C
TAAENV40A	Foster and promote an inclusive learning culture	C
TAAENV40A	Ensure a healthy and safe learning environment	C
TAADES401A	Use Training Packages to meet client needs	C
TAADES402A	Design and develop learning programs	C
TAADEL401A	Plan and organise group-based delivery	C
TAADEL403A	Facilitate individual learning	C
TAADEL404A	Facilitate work-based learning	C
TAAASS401A	Plan and organise assessment	C
TAAASS402A	Assess competence	C
TAAASS403A	Develop assessment tools	C
TAAASS404A	Participate in assessment validation	C
BSBMKG40A	Build client relationships	E
BSBCMN40A	Develop teams and individuals	E


Mr. Wayne Carney
Associate Director of Studies
Diverse Training Concepts
26th February 2010



Portfolio
Training Academy

SECURITY ADVISOR SERVICES PTY LTD
trading as
PORTFOLIO TRAINING ACADEMY
NTIS No: 90196

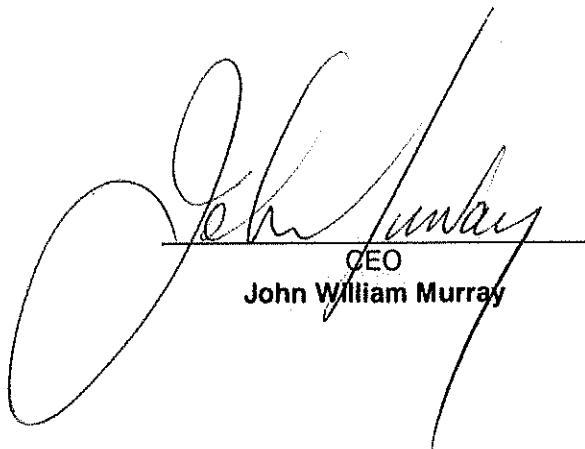
This is to certify that

AHMED HOMSI

has fulfilled the requirements for

BSB51315 Diploma of Work Health and Safety

DATED: 30 June 2015



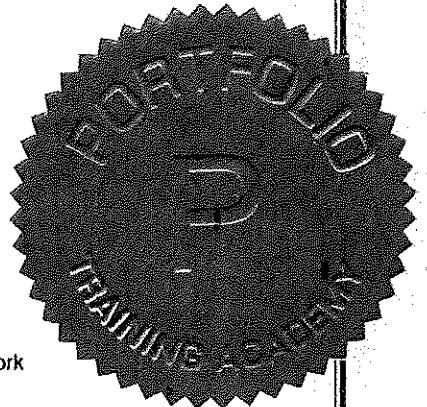
John William Murray
CEO

Certificate no. **PTA05337**

NATIONALLY RECOGNISED
TRAINING

The qualification is recognised within the Australian Qualifications Framework
These Unit/s have been delivered and assessed in English

Portfolio Training Academy is a registered business name of Security Advisor Services Pty Ltd ABN 70 085 599 346
Portfolio Training Academy PO Box 7064, WILBERFORCE, NSW 2756, Phone 0418 259 753 www.portfoliotraining.com.au





SECURITY ADVISOR SERVICES PTY LTD
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AHMED HOMSI

BSB51315 Diploma of Work Health and Safety

BSBMGT401	Show leadership in the workplace	Competent
BSBMGT403	Implement continuous improvement	Competent
BSBWHS301	Maintain workplace safety	Competent
BSBWHS408	Assist with effective WHS management of contractors	Competent
BSBWHS502	Manage effective WHS consultation and participation processes	Competent
BSBWHS503	Contribute to the systematic management of WHS risk	Competent
BSBWHS504	Manage WHS risks	Competent
BSBWHS505	Investigate WHS Incidents	Competent
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems	Competent
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented	Competent

Total number of units - 10

**CERTIFICATE III in CARPENTRY -
Multiple choice questions**

Please circle the correct answer.

Question 1. What do you need to use when erecting roof trusses?

- a. Permanent bracing
- b. Liquid nails
- c. Cladding
- d. Excavator



Question 2. What does OHS stand for?

- a. Occupational Height Standard
- b. Occupational Health Standard
- c. Occupational Heat Stress
- d. Occupational Health & Safety



Question 3. What supports do you use to construct a pitched roof?

- a. Under purling and strutting
- b. Scaffolding
- c. Timber Beams
- d. Glue



Question 4. What is required prior to any persons beginning work on a construction site?

- a. Personal insurance
- b. A tool box
- c. White card (general construction induction card)
- d. Superannuation



Question 5. Which of the below does not apply to a carpenter?

- a. Installing linings, panelling and moulding
- b. Construct pitched roofs
- c. Apply wallpaper
- d. Erecting roof trusses



Question 6. What are eaves?

- a. The part of a roof that meets or overhangs the walls of a building
- b. The part of the footpath that meets the stairs
- c. The pillars that hold up a pergola
- d. The partitions that splits rooms



Question 7. What are bulkheads?

- a. Bulkheads are typically used in construction to divide one ceiling from another.
- b. A person that spends a lot time in the gym
- c. The bolts that hold up any beams
- d. The bulk load of beams



Question 8. What does DA stand for?

- a. Development approval
- b. Development appraisal
- c. Development application
- d. Development arrangement



Question 9. How would you start demolition of minor building structure?

- a. Make sure you have a tough friend with you
- b. Make sure you have a shiny vest on
- c. Start demolition opposite to how it would the minor structure would have been built
- d. Start from the bottom of the structure and work your way up



Question 10. What would you do before you start to carry out excavation?

- a. Have a very cold shower
- b. Call dial-before-you-dig (1100)
- c. Mark and set out footings and piers
- d. Get approval from your bank



Question 11. What is a ceiling joist?

- a. A type of ceiling beam
- b. A type of framing member
- c. The horizontal framing members spanning the top plates to which the finished ceiling material and rafters are nailed
- d. A partition that splits rooms



Question 12. What materials are required when carrying out concreting in simple forms?

- a. Use anchor bolts to reinforce the concrete
- b. Formwork, steel or mesh and concrete
- c. A wheel barrow and shovel only
- d. Waterproofing membrane and concrete adhesives



Question 13. What is a cornice?

- a. Bolts driven into concrete that are used to hold structural members in place
- b. Bolts driven into concrete that are used to hold structural members in place
- c. Exterior trim of a structure where the roof and walls meet.
- d. A partition that splits rooms



Question 14. What is a header?

- a. A type of beam that is used above a door or window
- b. A short rafter usually used on hip roofs
- c. Exterior trim of a structure where the roof and walls meet
- d. An enlargement at the lower end of a wall, pier, or column, to distribute the load into the ground



Question 15. What is a footing?

- a. An enlargement at the lower end of a wall, pier, or column, to distribute the load into the ground
- b. A wood member used for the outer face of a cornice where it is nailed to the ends of the rafter tails
- c. Lumber made by gluing together veneers of wood to create very strong framing members
- d. A short rafter usually used on hip roofs



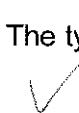
Question 16. What is a stud?

- a. A structural member typically used to frame walls
- b. Either of the two lateral arms of a church built in the shape of a cross
- c. A small, often hinged, window above another window or door
- d. The step or horizontal member of a stair



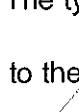
Question 17. What is a rafter?

- a. A structural member that makes up the shape and structure of a roof. The types include: hip, jack, valley and cripple
- b. Either of the two lateral arms of a church built in the shape of a cross
- c. A small, often hinged, window above another window or door
- d. The step or horizontal member of a stair



Question 18. What is a fascia?

- a. A structural member that makes up the shape and structure of a roof. The types include: hip, jack, valley and cripple
- b. A wood member used for the outer face of a cornice where it is nailed to the ends of the rafter tails
- c. A small, often hinged, window above another window or door
- d. The step or horizontal member of a stair



Question 19. What is the restriction in height when erecting a scaffold without a license?

- a. 1 meter
- b. 2 meters
- c. 3 meters
- d. 4 meters

Question 20. Name one reason why it is important to follow work instructions in the workplace?

- a. For the safety of yourself and others
- b. To gain a pay rise
- c. To finish your job early
- d. You don't have to as you are not required to follow any instructions

Mark: 19 / 20

Candidate name: Ahmed Homsi

**CERTIFICATE IV – BUILDING & CONSTRUCTION (BUILDING) -
Multiple choice questions**

Please circle the correct answer.

Question 1.

What does BCA stand for?

- a. Building Carpentry Australia
- b. Building College Australia
- c. Building Codes Australia
- d. Building Cranes Australia



Question 2.

What does OHS stand for?

- a. Occupational Height Standard
- b. Occupational Health Standard
- c. Occupational Heat Stress
- d. Occupational Health & Safety



Question 3.

What is AS1684?

- a. Residential timber framing codes
- b. Building code for door frame length
- c. Height code for ceilings
- d. Fire Hazard Code



Question 4.

What is required prior to any persons beginning work on a construction site?

- a. Personal insurance
- b. A tool box
- c. White card (general construction induction card)
- d. Superannuation



Question 5.

What does CC stand for?

- a. Construction cost
- b. Certificate of completion
- c. Currency certificate
- d. Construction certificate



Question 6.

What is BCA's objective?

- a. To build as many properties as possible
- b. To provide costing and estimating of residential and commercial properties being built
- c. The Building Code of Australia (BCA) is a uniform set of technical provisions for the design and construction of buildings and other structures throughout Australia.
- d. To introduce new building products on to the market



Question 7.

What does OC stand for?

- a. Occupational construction
- b. Occupation certificate
- c. Over cost
- d. Overhead cost



Question 8.

What does DA stand for?

- a. Development approval
- b. Development appraisal
- c. Development application
- d. Development arrangement



Question 9.

When installing Vapour Barriers under slab-on-ground, what are the requirement?

- a. Barriers must not have any penetrations; the barrier lap must be 900mm and fully tapped
- b. Barriers must not have any penetrations; the barrier lap must be 1500mm and fully tapped
- c. Barriers can have some penetrations; the barrier lap must be 900mm and fully tapped
- d. Barrier can have some penetrations; the barrier lap must be 1500mm and fully tapped



Question 10.

With regards to Termite Barriers, what information must be a durable notice contain and where should it be located?

- a. Date of barrier installation, product/chemicals used, life span on the barrier. The durable notice must be located within the electrical meter
- b. Date of barrier installation, product/chemicals used, life span on the barrier. The durable notice must be located next to the hot water system
- c. Date of house build, product/chemicals used, life span on the barrier. The durable notice must be located within the electrical meter
- d. Date of house build, product/chemicals used, life span on the barrier. The durable notice must be located next to hot water system



Question 11.

What should be included in the construction safety plan?

- a. Hazard identification risk management, first aid, site induction, evacuations procedures, emergency assembly point
- b. A copy of the current Workers Insurance policy
- c. Where to buy PPE from?
- d. Location of first aid kit only



Question 12.

How are buildings classified?

- a. The cost of their build
- b. The size of the land
- c. Class 1 – 1A and 1B, Class 2 and Class 2
- d. The area they are built in



Question 13.

What is meant by the term multiple classifications?

- a. When a building contains two or more varying classifications
- b. When two or more builders are involved in the construction
- c. When a building contains more than one lot
- d. When a building contains five levels or more



Question 14.

What is performance requirements?

- a. The performance rating of the builder
- b. The actual time taken to build compared to the estimated time of completion
- c. The performance requirements outline a suitable level of performance which must be met by building materials components, design factors and construction methods
- d. The performance requirements for each contractor to complete their roles



Question 15.

What are the construction requirements of the external walls within these setbacks?

- a. External walls with these setbacks must be non-combustible or fire rated, including openings
- b. External walls with these setbacks must be combustible or fire rated, including openings
- c. External walls with these setbacks must be non-combustible not fire rated, including openings
- d. External walls with these setbacks must not be combustible or fire rated.



Question 16.

Which of the below isn't an insurance requirement for operating a business within the construction industry?

- a. Workers Compensation
- b. Public Liability
- c. Personal Accident Insurance
- d. CTP Insurance



Question 17.

What is the minimum strength of concrete that can be used in concrete slabs?

- a. 20 MPA
- b. 70 MPA
- c. 12 MPA
- d. 8 MPA



Question 18.

In the case of hazard risk identification what are issues that need to be considered?

- a. Asbestos Management
- b. Basic First Aid procedures
- c. Common construction industry terminology
- d. MSDS



Question 19.

What is a dead load?

- a. The weight of building components
- b. The weight of building components with rain or wind loading
- c. The weight a crane can carry
- d. The weight of a crane without any loadings



Question 20.

What are the requirements for smoke alarm installations in class 1 building?

- a. Can be installed after obtaining OC
- b. All smoke alarms must be hard wired as well having a battery backup and installed
- c. Does not have to be installed by the builder and/or contractor
- d. Is an option when building and/or renovating



Mark: 19 / 20

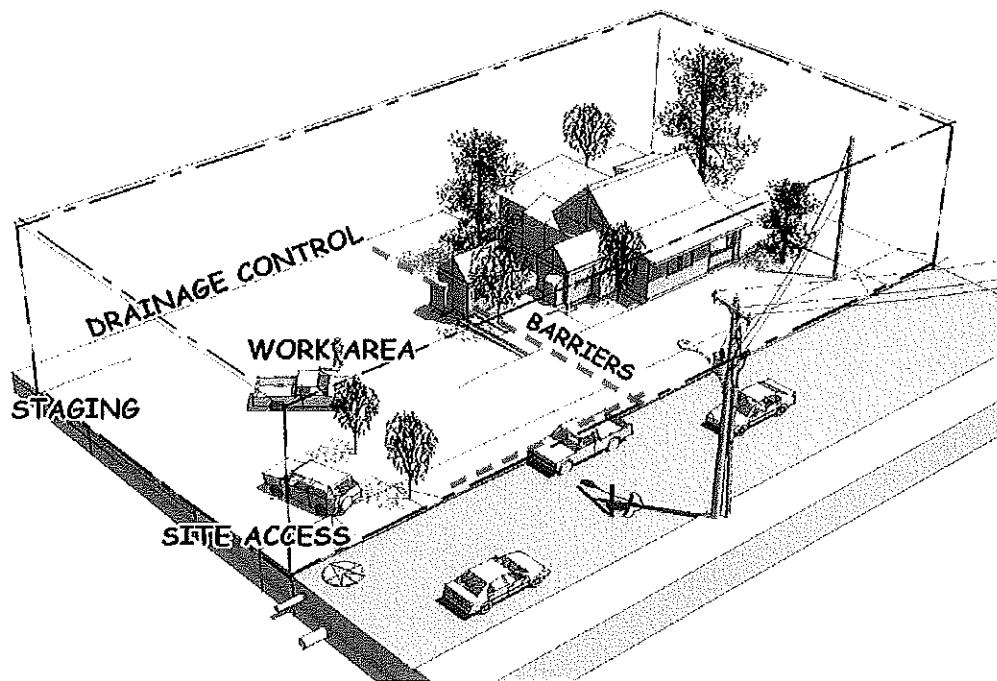
Candidate name: Ahmed Hossain

**Certificate IV in Building & Construction (Building) –
Quiz**

Candidate name: Ahmed Homsi

Site establishment

Question 1. With regards for site safety and commencement of work, number the below task in order starting with number 1.



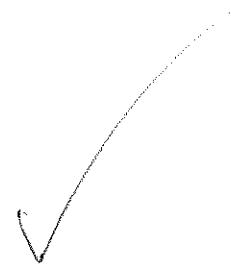
- 1 Temporary W.C
- 2 Cut off gas
- 3 Contact details
- 4 Sediment control
- 5 Signage
- 6 Security fence
- 7 Temporary power
- 8 Security control
- 9 Cut off water
- 10 Cut off power

Demolition

Question 2. Number 1 to 6 in order of how you would demolition a building safely.

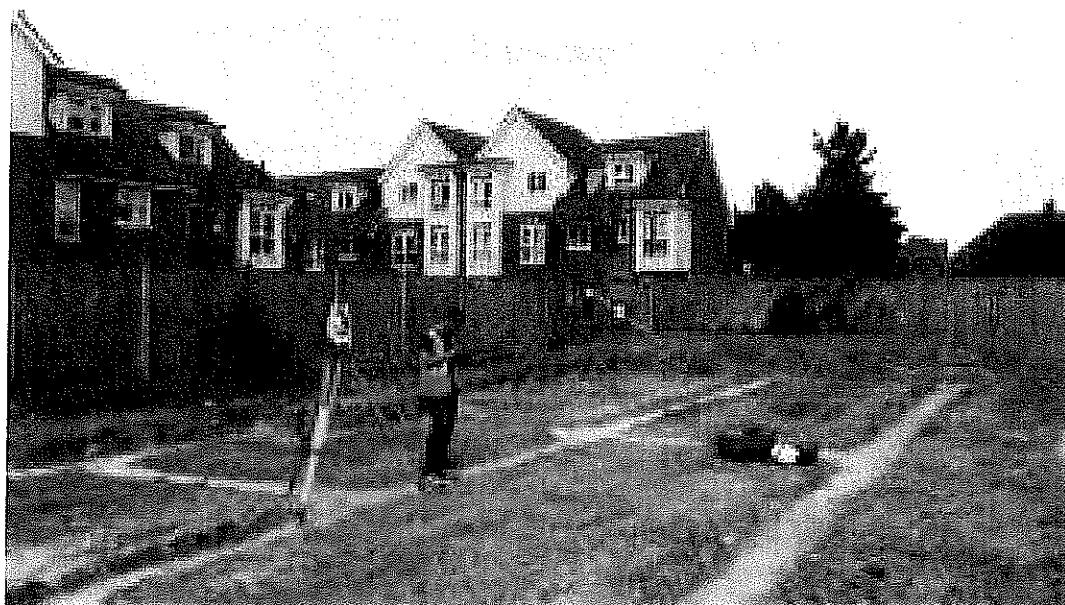


- 4 Knock down walls
- 1 Get demolition quote
- 5 Rubbish removal
- 2 Separate asbestos
- 6 Level and clean the area
- 3 Knock down roof



Site Survey

Question 3. Tick the correct steps involved in site surveying



Line marking

Bench marking

Peg out

Marking with string line

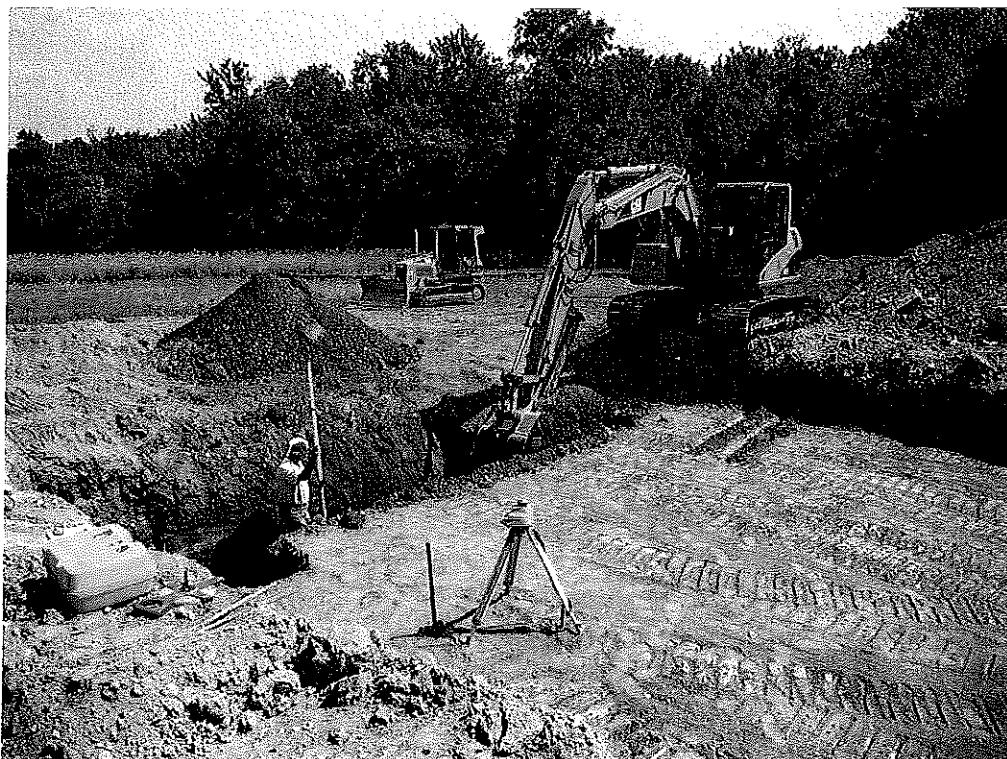
Offset

RLs

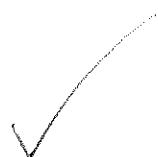
Grid lines

Excavation

Question 4. Tick what is involved in the process of excavation for a structure.



- Use string line for marking the perimeter of the building
- Using surveyors plans to work out benchmarks and offsets
- Remove pegs to excavate
- Read and interpret structural plans for footings specifications
- Put excessive dirt back into footing



Building Process

Question 5. Number the following task in order from start to finish.

Concreting - Footings	3
Steel fixing - Mesh	1
Concrete - Curing	6
Plumbing - Draining	4
Electrical - Main riser	5
Steel work - Inspection	2
Fascia and gutter	10
Wall marking - Timber frame	7
Roofing - Rafters	8
Engineer inspection - Timber work	9
Joinery - Architraves and skirting	18
Electrical - Roughin	3
Plumbing - Roughin	12
Windows and doors – Installation	11
Kitchens - Robes etc	19
Waterproofing - Bathroom	7
Internal lining - Gyproc	16
External lining - F.C sheeting or brick etc	14
P.C. items - Bathroom/kitchen	21
Insulation - Walls and ceiling	15
Painting - Internal/external	20
Electrical - Fit out	22
Plumbing - Fit out	23
Final clean up	25
Hardware	24

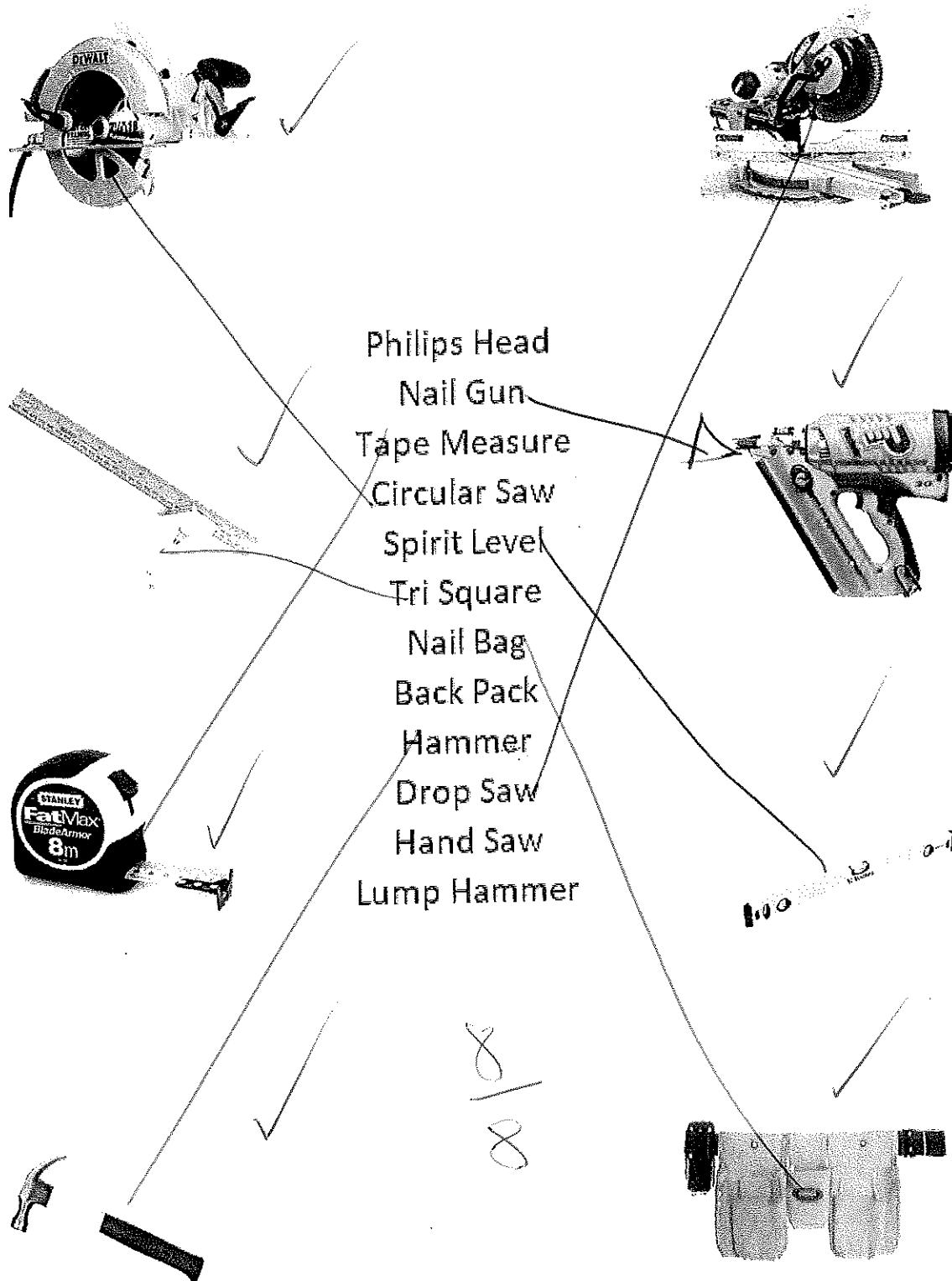


NAME..... Ahmed Homsi.....
DATE..... 28/8/17.....



Name the Tool

Match the name below with the correct tool





This is to certify that

Ahmed Homsi

has successfully fulfilled the requirements for

Certificate IV in Training & Assessment

TAA40104

NATIONALLY RECOGNISED
TRAINING

Date competence achieved: 22 February 2010 Date Qualification issued: 26 February 2010

Certificate Number: 88182-10/061

Phillip Mahoney

Chief Executive Officer

Wayne Carney

Director of Studies

Diverse Training Concepts Pty Ltd was Trustee for The Mahoney Family Trust ABN: 41539309592 ACN: 123 679 470
The Qualification certified herein is recognised within Australian Qualifications Framework
National RTO Code No.88182

DIVERSE TRAINING CONCEPTS PROFESSIONAL TRAINING SOLUTIONS

This letter is to certify that Mr Ahmed Homsi, on the 26th February 2010, achieved the following competencies:

PSP41104 Certificate IV in Government (Occupational Health & Safety)

PSPETHC401A	Uphold and support the values and principles of public service	Core
PSPGOV402B	Deliver and monitor service to clients	Core
PSPGOV408A	Value diversity	Core
PSPGOV412A	Use advanced workplace communication strategies	Core
PSPGOV422A	Apply government processes	Core
PSPLEGN401A	Encourage compliance with legislation in the public sector	Core
PSPPOL401A	Support policy implementation	Core
PSPSOHS401A	Contribute to the implementation of a systematic approach to managing OHS	Core
PSPSOHS402A	Contribute to the implementation of the OHS consultation process	Core
PSPSOHS403A	Identify hazards and assess OHS risks	Core
PSPSOHS404A	Contribute to the implementation of strategies to control OHS risk	Core
PSPSOHS405A	Contribute to the implementation of emergency procedures	Core
BSBFLM412A	Promote team effectiveness	E
BSBFLM403B	Implement effective workplace relationships	E
BSBAOM405A	Organise meetings	E


Mr. Wayne Carney
Director of Studies
Diverse Training Concepts
26th February 2010



This is to certify that

Ahmed Homsi

has successfully fulfilled the requirements for

Certificate IV in Training & Assessment

TAA40104

NATIONALLY RECOGNISED
TRAINING

Date competence achieved: 22 February 2010 Date Qualification issued: 26 February 2010

Certificate Number: 88182-10/061


Phillip Mahoney


Wayne Carney

Chief Executive Officer
Director of Studies

Diverse Training Concepts Pty Ltd t/as Trustee for The Mahoney Family Trust ABN: 41539309592 ACN: 123 679 470
The Qualification certified herein is recognised within Australian Qualifications Framework
National RTO Code No.88182



This is to verify that

Ahmed Homsi

is an approved provider to deliver the courses listed
below in partnership with Allens Training Pty Ltd.

Apply First Aid

Perform CPR

Provide Basic Emergency Life Support

Reference Number: 1662 Expires: 10/03/2011



Allens Training

Ph: 1300 559 064

Postal Office: PO Box 1025,
Gold Coast NSW 2090

ABN: 62 131 361 087

Allens Training Pty Ltd is a Registered Training Organisation No. 90002

www.allenstraining.com.au



This letter is to certify that Mr Ahmed Homsi, on the 26th of February 2010, achieved the following competencies:

TAA40104

Certificate IV in Training and Assessment

TAAENV40A	Work effectively in vocational education and training	C
TAAENV40A	Foster and promote an inclusive learning culture	C
TAAENV40A	Ensure a healthy and safe learning environment	C
TAADES401A	Use Training Packages to meet client needs	C
TAADES402A	Design and develop learning programs	C
TAADEL401A	Plan and organise group-based delivery	C
TAADEL403A	Facilitate individual learning	C
TAADEL404A	Facilitate work-based learning	C
TAAASS401A	Plan and organise assessment	C
TAAASS402A	Assess competence	C
TAAASS403A	Develop assessment tools	C
TAAASS404A	Participate in assessment validation	C
BSBMKG40A	Build client relationships	E
BSBCMN40A	Develop teams and individuals	E


Mr. Wayne Carney
Associate Director of Studies
Diverse Training Concepts
26th February 2010

Diverse Training Concepts Pty Ltd t/as Trustee for The Mahoney Family Trust

ABN: 41539369592 ACN: 113 679 470

National Training Organisation Code No: 88182

A summary of the employability skills developed through this qualification can be downloaded from
<http://employableresources.training.com.au>



This letter is to certify that Mr Ahmed Homsi, on the 26th February 2010, achieved the following competencies:

PSP41104 Certificate IV in Government (Occupational Health & Safety)

PSPETHC401A	Uphold and support the values and principles of public service	Core
PSPGOV402B	Deliver and monitor service to clients	Core
PSPGOV408A	Value diversity	Core
PSPGOV412A	Use advanced workplace communication strategies	Core
PSPGOV422A	Apply government processes	Core
PSPLEGH401A	Encourage compliance with legislation in the public sector	Core
PSPPOL404A	Support policy implementation	Core
PSPSOHS401A	Contribute to the implementation of a systematic approach to managing OHS	Core
PSPSOHS402A	Contribute to the implementation of the OHS consultation process	Core
PSPSOHS403A	Identify hazards and assess OHS risks	Core
PSPSOHS404A	Contribute to the implementation of strategies to control OHS risk	Core
PSPSOHS405A	Contribute to the implementation of emergency procedures	Core
BSBFLM412A	Promote team effectiveness	C
BSBFLM403B	Implement effective workplace relationships	C
BSBADM405A	Organise meetings	C


Mr. Wayne Carney
Director of Studies
Diverse Training Concepts
26th February 2010



This is to certify that

Ahmed Homsi

has successfully fulfilled the requirements for

Certificate II in Security Operations

CPP20207

NATIONALLY RECOGNISED
TRAINING

Date competence achieved: 22nd January, 2010 Date Qualification issued: 22nd January 2010

Certificate Number: 88182-10/014

Philip Mahoney

Chief Executive Officer

Diverse Training Concepts Pty Ltd ABN: 4153930592 ACN: 123572470
The Qualification certified herein is recognised within Australian Qualifications Framework

Wayne Carney

Director of Studies

Occupational Health & Safety Requirements – Questionnaire



1. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- Inside the jobsite premises
- Next to the jobsite office
- Outside the jobsite, safe distance away
- As far away as possible



**ALL VISITORS
MUST REPORT
TO OFFICE**

2. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- At the Jobsite office
- At the Jobsite exit
- At the heavy machinery
- At the entrance of the jobsite



3. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- At the entry to the Jobsite
- At the exit of the Jobsite
- Near the Jobsite office
- Anywhere where power tools are in use



4. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- Near the Jobsite office
- Near the Entry to the Jobsite
- Near the Jobsite exit
- Near the Toilets

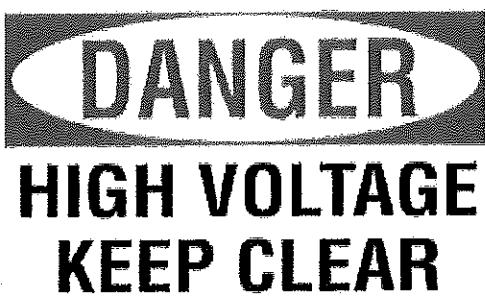
✓



5. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- Inside the jobsite premises
- Jobsites with high elevations
- Next to the jobsite office
- As far away as possible

✓



6. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- Inside the jobsite premises
- Next to the jobsite office
- Next to any electrical box
- As far away as possible

✓



7. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- Inside the jobsite premises
- Next to the jobsite office
- Next to First Aid supplies in plain view
- Outside the jobsite, safe distance away



8. Where should this sign be place? Which of these answers are the most correct? (Please place tick/cross)

- Inside the jobsite premises
- Next to the jobsite office
- Outside the jobsite, safe distance away
- Near the Entrance to the Jobsite



CANDIDATE NAME: Ahmed Homsi

MARK: 8 / 8



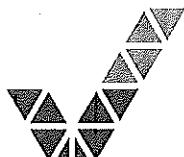
This is to certify that
Ahmed Homsi

Has fulfilled the requirements for

TAE40110

Certificate IV in Training and Assessment

On
16 March 2015



Certificate No:

19395

Authorised by:

Graeme Banks
General Manager
Authorised Signatory of Issuing Body

RTO Code: 31160

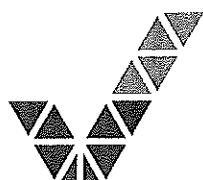


This qualification certified herein is recognised within the
Australian Qualifications Framework



Vertical Horizonz Australia | admin@verticalhorizonz.com.au | www.verticalhorizonz.com.au
P 1800 143 113 | PO Box 471 Virginia BC QLD 4014

Vertical Horizonz Australia Pty Ltd



Record of Results

Ahmed Homsi

has achieved the following units of competency in completion of

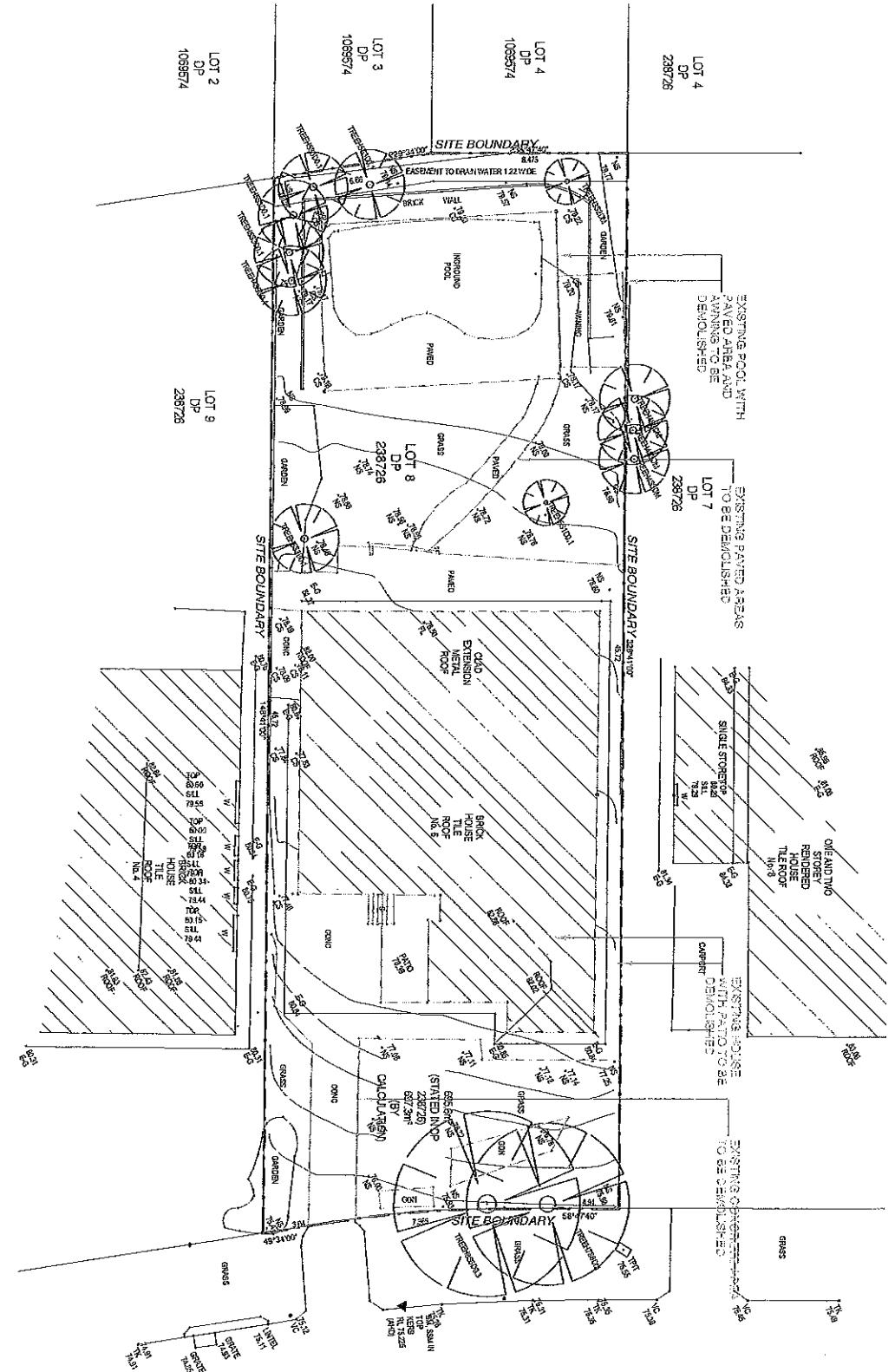
TAE40110 Certificate IV in Training and Assessment

Units awarded

BSBADM405B	Organise meetings
BSBLED401A	Develop teams and individuals
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
TAELLN411	Address adult language, literacy and numeracy skills



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P 1800 143 113 | PO Box 471 Virginia BC QLD 4014 | RTO Code: 31160



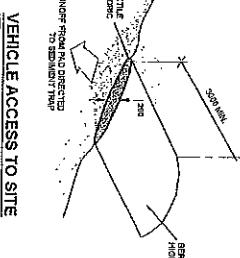
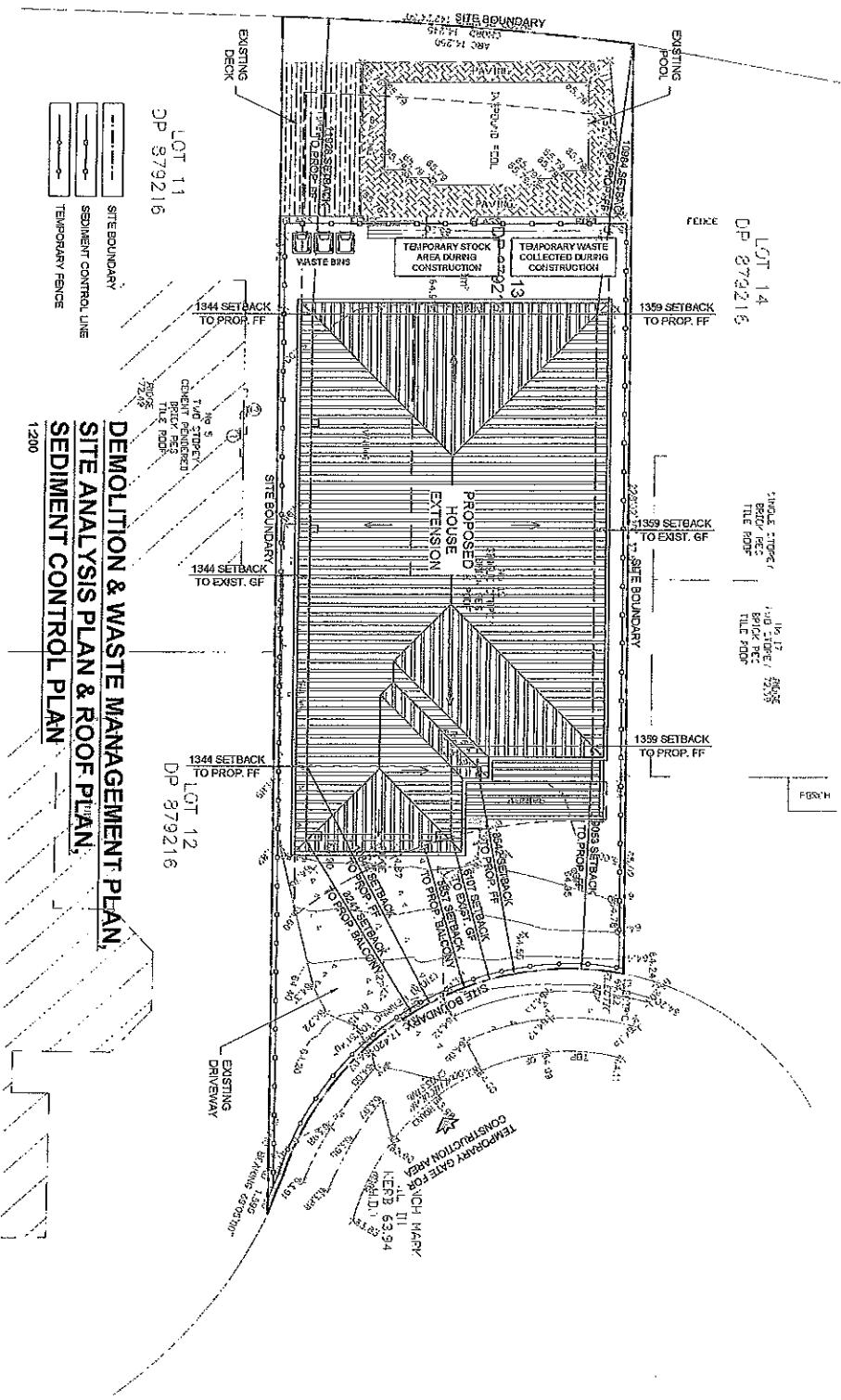
DEMOLITION PLAN

1:200

SITE BOUNDARY

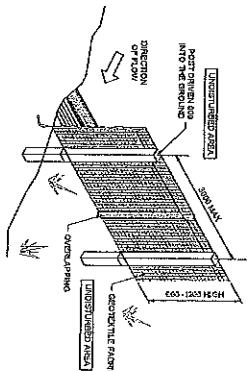
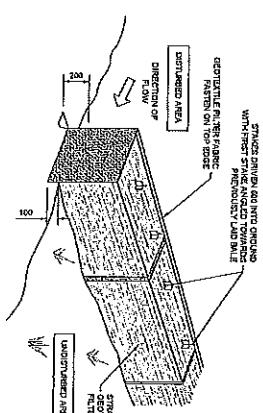
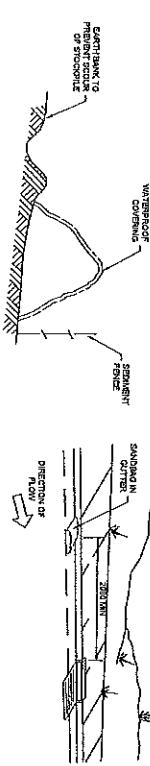
DEMOLISH

PROPOSED DUAL OCCUPANCY DWELLINGS		
REF ID:	DP NUMBER:	DRAWN BY:
INSTITUTE OF TRAINING	17200	A.O. A.O. 01
DEMOLITION PLAN	REMOVED:	DRAWN BY:
	22.05.2017	AS SHOWN



BUILDING MATERIAL STOCKPILES

NOTE:
ALL STOCKPILES OF BUILDING MATERIALS, AGGREGATE AND SOIL MUST BE PROTECTED TO PREVENT SOIL AND ROCK FROM SPILLING OUTSIDE THE SITE. MATERIALS SHOULD NOT BE PLACED IN THE STREET OUTSIDE THE SITE, WHILE WORK IS BEING CONDUCTED ON THE SITE.

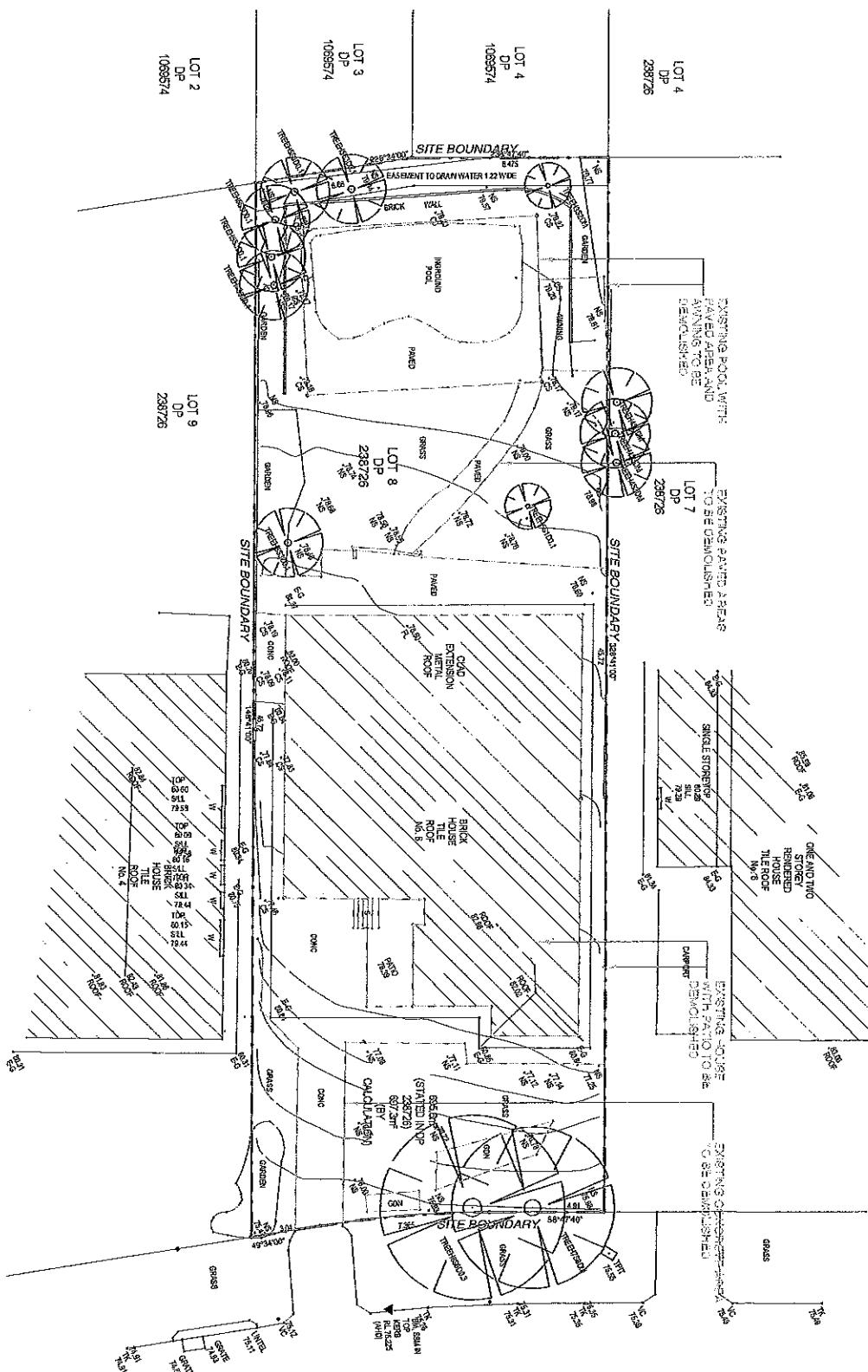


NOTE:
NO SCALE ON DRAWINGS. REFER TO ARCHITECTURAL DRAWINGS FOR DIMENSIONS ON SITE.

NOTE:
NOTICE: ACCESS TO THE BUILDING SITE SHOULD BE RESTRICTED TO A VEHICLE WHICH CAN CARRY THE AMOUNT OF SOIL DEPICTED ON THE STREET SURFACE.

NOTE:
NOTICE: NO SCALE ON DRAWINGS. REFER TO ARCHITECTURAL DRAWINGS FOR DIMENSIONS ON SITE.

INSTITUTE OF TRAINING	PROPOSED HOUSE EXTENSION
	REF ID: 17041
	DRAWN BY: A.N.
	DATE: 07/03/2017
	DESIGNED BY: A.A.
	REV'D: 07/03/2017
	SCALE: 1:200
	AS DRAWN

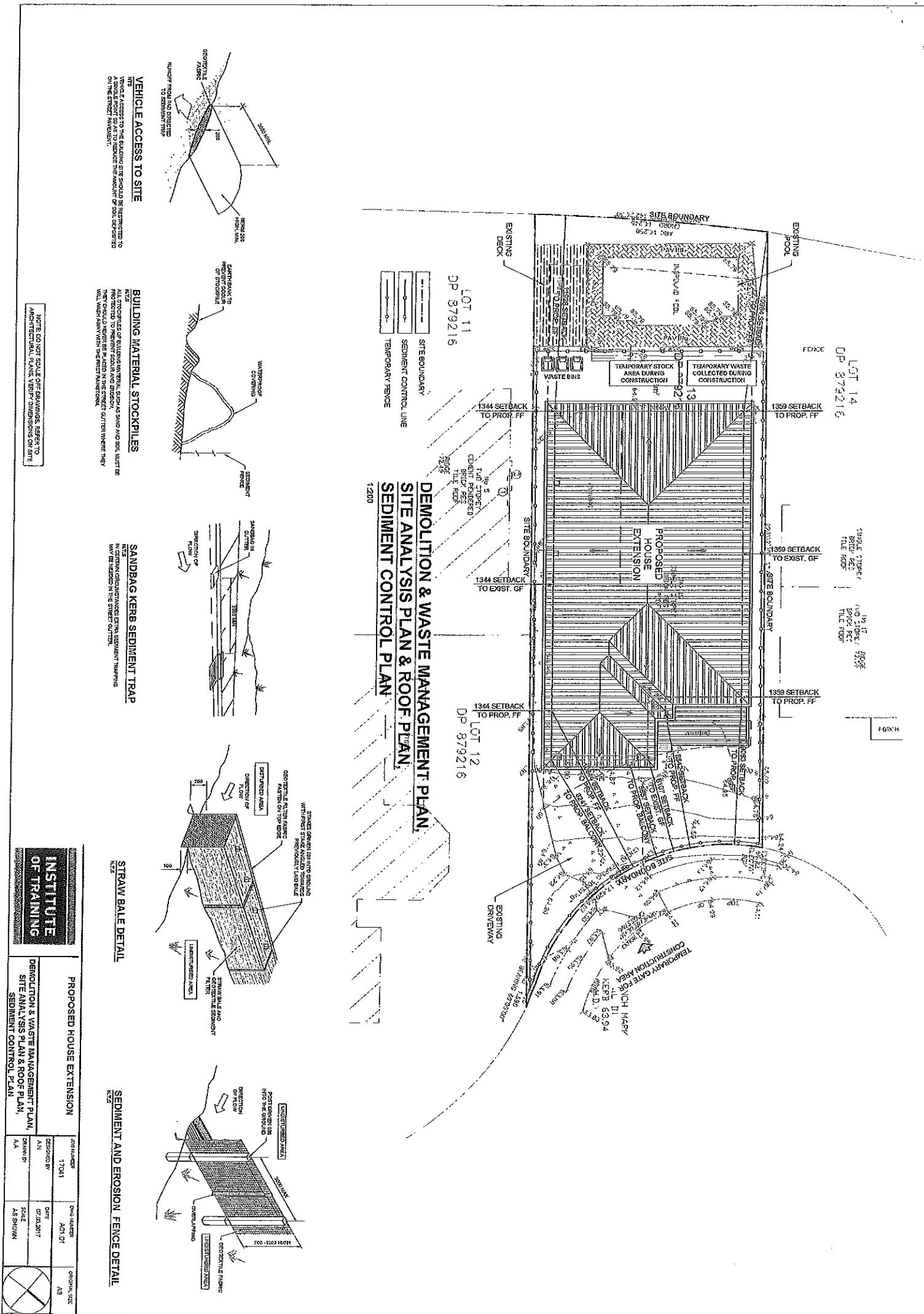


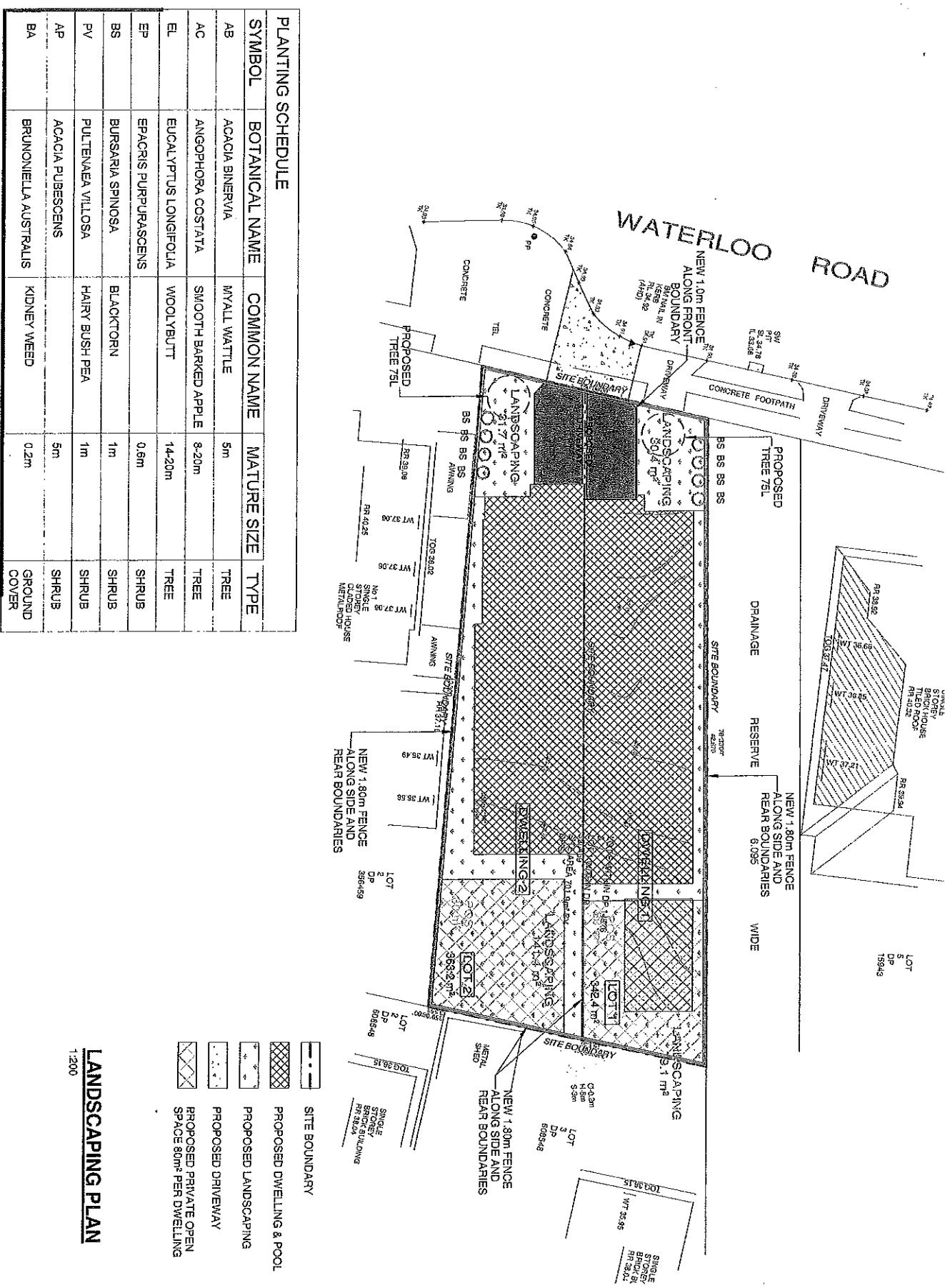
DEMOLITION PLAN

1:200

 SITE BOUNDARY
 DEMOLISH

PROPOSED DUAL OCCUPANCY DWELLINGS		Lot Number: 17200	Dimensions: A01.01	Original size: A3
A.N.	DEMOLITION PLAN	Reference:	Date: 22.03.2017	
A.N.	DEMOLITION PLAN	Scale:	AS SHOWN	





PROPOSED DUAL OCCUPANCY DWELLINGS | REF. NUMBER: 17185 | DRAWN DATE: 09/07/05

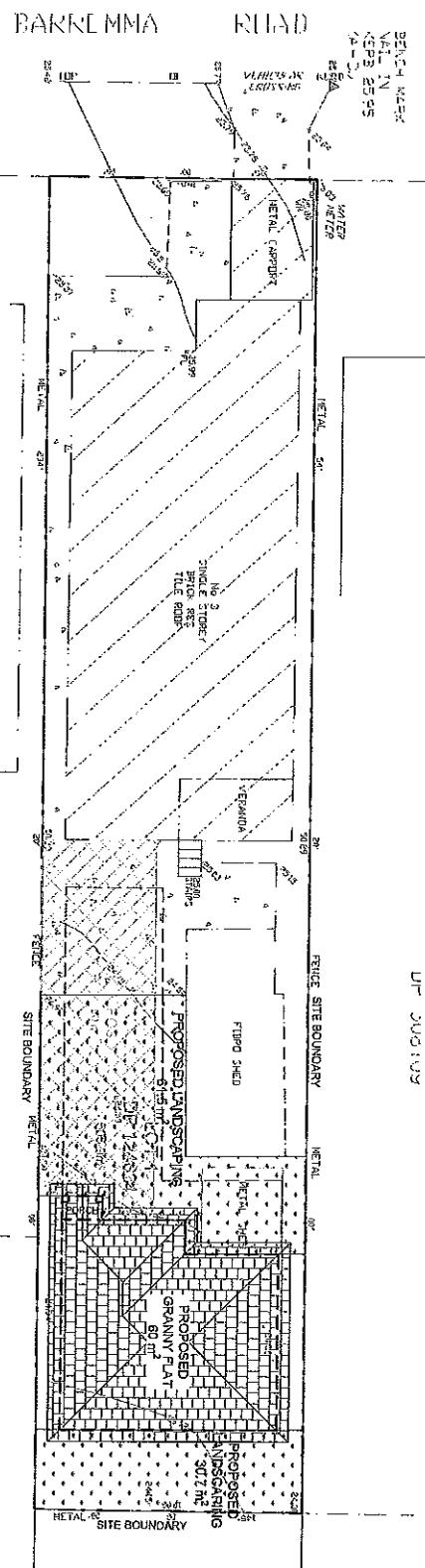
REVISIONS NO.: A/L DATE: 13/06/2017

LANDSCAPING PLAN

DRAWN BY: ASHLEY SHOW

APPROVED BY: AS SHOWN

Ahmed Hossain



LANDSCAPING PLAN

LOT 4
DP 175641

SF 363.

LANDSCAPING CALCULATIONS

SITE AREA:	505.9 m ²
PROPOSED TOTAL LANDSCAPED AREA:	92.2 m ² = 18.22 % OF SITE AREA
PRIVATE OPEN SPACE:	60 m ²

NOTE: DON'T SCALE OR DRAWINGS. REFER TO ARCHITECTURAL DRAWINGS FOR DIMENSIONS ON SITE

INSTITUTE OF TRAINING	PROPOSED SECONDARY DWELLING	Design No.	Design No.	Overall Size
		17208	A04	A3
DEMOLITION & WASTE MANAGEMENT PLAN,		Redevelopment	Date	
SITE ANALYSIS PLAN & ROOF PLAN,		AIA	01/07/2017	
SEDIMENT CONTROL PLAN		Owner	Scale	
		AIA	As Shown	

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 Insert the name,
address and
occupation of
person making
the declaration

I, ALMEO HOMSI & HS JAMES ST
BUNCHLOW NSW 2146

2 Set out matter
declared to in
numbered
paragraphs

make the following declaration under the *Statutory Declarations Act 1959*:

2

That I have work in the building and construction industry for more than 2 years and am competent in the following units on daily basis of Certificate IV in Building and Construction.

BSBSMB406A	Manage small business finances
CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects
CPCCBC4002A	Manage occupational health and safety in the building and construction workplace
CPCCBC4003A	Select and prepare a construction contract
CPCCBC4004A	Identify and produce estimated costs for building and construction projects
CPCCBC4005A	Produce labour and material schedules for ordering
CPCCBC4006B	Select, procure and store construction materials for low rise projects
CPCCBC4007A	Plan building or construction work
CPCCBC4008B	Conduct on-site supervision of building and construction projects
CPCCBC4009B	Apply legal requirements to building and construction projects
CPCCBC4010B	Apply structural principles to residential low rise constructions
CPCCBC4011B	Apply structural principles to commercial low rise constructions
CPCCBC4012B	Read and interpret plans and specifications
BSBLDR403	Promote team effectiveness
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBITU301	Create and use databases
BSBMGT403	Implement continuous improvement
BSBPMG411	Apply project quality management techniques

BSBPMG415	Apply project risk management techniques
BSBPMG522	Undertake project work
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB402	Plan small business finances
BSBSMB404	Undertake small business planning
BSBSMB405	Monitor and manage small business operations
BSBLDR402	Lead effective workplace relationships
BSBWRT401	Write complex documents
CPCCBC4013A	Prepare and evaluate tender documentation
CPCCBC4014A	Prepare simple building sketches and drawings
CPCCBC4015A	Prepare specifications for all construction works
CPCCBC4016A	Administer a construction contract
CPCCBC4017A	Arrange resources and prepare for the building or construction project
CPCCBC4018A	Apply site surveys and set-out procedures to building and construction projects
CPCCBC4019A	Apply sustainable building design principles to water management systems
CPCCBC4020A	Build thermally efficient and sustainable structures
CPCCBC4021A	Minimise waste on the building and construction site
CPCCBC4022A	Supervise tilt-up work
CPCCBC4024A	Resolve business disputes
CPCCBC4025A	Manage personal work priorities and professional development
CPCCBC4026A	Arrange building applications and approvals
CPCCBC4051A	Supervise asbestos removal
CPCCWHS1001	Prepare to work safely in the construction industry
CPCSUS4001A	Implement and monitor environmentally sustainable work practices
CPCSUS4002A	Use building science principles to construct energy efficient buildings

CPCSUS4003A	Maximise energy efficiency through applied trade skills
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
TAEDEL402	Plan, organise and facilitate learning in the workplace

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

4 Place
5 Day
6 Month and year

Declared at ⁴ BANKSTOWN on ⁵ 28TH of ⁶ AUGUST 2017

Before me,

7

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

8 NOVIAO DA NAOMI SIBBO
LI, 366 CHAPRL RD, BANKSTOWN, NSW 2200

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

**1 Insert the name,
address and
occupation of
person making
the declaration**

1, Ahmed Hamid of 115 James St
 Punchbowl NSW 2196

make the following declaration under the *Statutory Declarations Act 1959*:

**2 Set out matter
declared to in
numbered
paragraphs**

2

That I have work in the building and construction industry for more than 2 years and am competent in the following units on daily basis of Certificate III in Carpentry.

CPCCCA2002B	Use carpentry tools and equipment
CPCCCA2011A	Handle carpentry materials
CPCCCA3001A	Carry out general demolition of minor building structures
CPCCCA3002A	Carry out setting out
CPCCCA3023A	Carry out levelling operations
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1013A	Plan and organise work
CPCCCM1014A	Conduct workplace communication
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2001A	Read and interpret plans and specifications
CPCCCM2002A	Carry out excavation
CPCCCM2007B	Use explosive power tools
CPCCCM2008B	Erect and dismantle restricted height scaffolding
CPCCCM2010B	Work safely at heights
CPCCCO2013A	Carry out concreting to simple forms
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry

CPCCCA3003A	Install flooring systems
CPCCCA3004A	Construct wall frames

CPCCCA3005B	Construct ceiling frames
CPCCCA3006B	Erect roof trusses
CPCCCA3007C	Construct pitched roofs
CPCCCA3008B	Construct eaves
CPCCCA3010A	Install and replace windows and doors
CPCCCA3012A	Frame and fit wet area fixtures
CPCCCA3013A	Install lining, panelling and moulding
CPCCCA3016A	Construct timber external stairs
CPCCCA3018A	Construct, erect and dismantle formwork for stairs and ramps
CPCCCA3019A	Erect and dismantle formwork to suspended slabs, columns, beams and walls
CPCCCA3020A	Erect and dismantle jump form formwork
CPCCCA3021A	Erect and dismantle slip form formwork
BSBSMB301	Investigate micro business opportunities
BSBSMB406	Manage small business finances
CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground
CPCCCA3009B	Construct advanced roofs
CPCCCA3011A	Refurbish timber sashes to window frames
CPCCCA3014A	Construct bulkheads
CPCCCA3015A	Assemble partitions
CPCCCA3017B	Install exterior cladding
CPCCCA3022A	Install curtain walling
CPCCCM3001C	Operate elevated work platforms
CPCCSF2003A	Cut and bend materials using oxy-LPG equipment
CPCCSF2004A	Place and fix reinforcement materials
CPCCWC3003A	Install dry wall passive fire-rated systems
RIICCM210D	Install trench support
RIWHS202D	Enter and work in confined spaces

RIIWMG203D

Drain and dewater civil construction site

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration



4 Place
5 Day
6 Month and year

Declared at ⁴ BONKINTOWN on ⁵ 28/7/17 of ⁶ AUGUST 2017

Before me,

7



8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

8 NORBIO DR NARVI DRAO

41, 366 CHAPRL RD, BONKINTOWN, NSW 2200

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

