Section 1 – Part A: Hand Tools Example

This practice sheet shows different tools and answers than your assessment. Use the Table of Answers at the bottom to fill in each blank cell.
1. For each tool, look at the Q1 column in the answer table and write the correct use.
2. Look at the Q2 column and write the matching safety measure.
3. Finally, write the appropriate limitation from the Q3 column.

Tool	Uses (Q1)	Safety measures (Q2)	Limitations (Q3)
Marking Gauge			
Hand Plane			
Mortice Chisel			
Panel Saw			

Table of Answers

Q1	Q2	Q3
Cuts shallow grooves in timber	Secure workpiece; keep hands clear	Not for deep cuts
Smooths timber surfaces	Wear eye protection; check blade	Requires sharpening
Cuts mortice recesses	Clamp timber; keep hands clear	Limited width
Cuts boards to length	Use saw bench; keep fingers clear	Not good for curves

Section 1 – Part B: Power Tools Example

This practice sheet uses different tools and answers than your assessment. Refer to the Table of Answers below to complete each row.
1. In the Q1 column, write the use of each power tool.
2. In the Q2 column, write a key safety measure.
3. In the Q3 column, write a limitation of the tool.

Tool	Uses (Q1)	Safety measures (Q2)	Limitations (Q3)
Belt Sander			
Mitre Saw			
Jigsaw			
Angle Grinder			

Table of Answers

Q1	Q2	Q3
Heavy stock removal	Secure work and wear dust mask	Leaves coarse finish
Accurate angled cuts	Keep hands clear; use clamps	Only cuts boards up to certain width
Cut curves in sheet material	Use sharp blades; wear goggles	Limited for straight cuts
Cut/grind metal	Wear eye/ear/hand protection	Risk of kick-back; not for wood

Section 2 – PART B: Construction Procedure Example

Within a team (no more than 4), using the information on the project plans, complete the details of the construction procedure including the manufacture of project components and assembly of the project.

Practical Project Goal	Work in a team to build a small garden bench. This will include planning, measuring and cutting components and assembling them.

Work Activity	Procedure	Checking	Tools	PPE	Responsibility
Mark out pieces	Measure and mark timber lengths	Double check lengths are accurate	Tape measure, square	N/A	Student
Cut legs	Cut four legs to length	Check cuts are square and equal	Drop saw	Safety glasses, earmuffs	Student
Cut slats	Cut seat slats to size	Ensure lengths match	Circular saw	Glasses	Student
Assemble frame	Drill pilot holes and screw frame together	Check level and stability	Drill, screws	Gloves	Student
Attach slats	Position slats and screw to frame	Check spacing and alignment	Drill, screws	Gloves	Student
Finish	Sand and apply finish	Surface smoothness	Orbital sander	Mask, goggles	Student

Section 2 – PART C: Job Safety Analysis Example

Within a team (no more than 4), complete a Job Safety Analysis (JSA) for the project. Copy the Work Activity column from the Construction Procedure into the JSA table then complete the remaining columns.

	Very Likely	Likely	Unlikely	Very Unlikely
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid is needed	3	4	5	6

Project	Garden bench
Student signature	Insert signature
Date	Insert date

Work Activity	Potential Hazards	Pre-Risk	Hazard Controls	Post-Risk	Responsibility
Cut legs	Cuts, noise	2	Use guards, PPE	4	Student
Cut slats	Splinters, noise	3	Clamp work, wear gloves	5	Student
Assemble	Pinch points	1	Use clamps, follow safe technique	4	Student
Finish	Dust, fumes	1	Use dust extraction, ventilate	3	Student

Section 2 – PART B: Gantt Chart Example

The student must complete the Gantt Chart. Specifically, students must: 1. Name and describe the work activity 2. List the person/s responsible for each activity 3. Complete the time it is estimated each activity will take by shading the boxes (grey cells).

Group Project Name:	Planter Box						
Work Activity and Description	Person Responsible	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6
Meet to discuss project and goals	Anna, Ben						
Complete Work Plan, Gantt Chart & Materials List	Anna, Ben						
Order materials	Ben						
Site preparation	Anna						
Cut and assemble components	Ben						
Finish and review	Anna						

Materials List Example

Sample materials list for building a garden bench.

Component/hardware	Material	Number Required	L	W	T
Legs	Treated pine	4	450mm	45mm	45mm
Seat slats	Treated pine	3	900mm	90mm	19mm
Support rails	Treated pine	2	600mm	70mm	35mm
Screws	Galvanised	24	75mm	N/A	N/A
Wood glue	Exterior PVA	1	125mL	N/A	N/A

Section 2 – PART A: Work Plan Example (Multi- panelled door)

The student must report on the planning and preparation of the project they will undertake. Specifically, students must complete the Work Plan and submit it to the teacher and then discuss it.

Work Activities and Outcomes	
1	Determine space/location for multi- panelled door manufacture
2	Assess, identify and record worksite hazards and controls
3	Handle, prepare and position materials and hardware
4	Use machinery to manufacture components
5	Dry assemble components in correct position

Sequence Number	Work Activity	Description	PPE	Estimated Duration
1	Mark out door components	Mark out components using tape measure, square and pencil	N/A	20 mins
2	Cut rails and stiles	Cut rails and stiles to length using a sliding compound mitre saw	Safety glasses, earmuffs	20 mins
3	Cut infills	Cut infills to length using a sliding compound mitre saw	Safety glasses, earmuffs	20 mins
4	Trench grooves	Mark and trench grooves into stiles and rails using a router	Safety glasses, earmuffs	20 mins

Section 2 – PART A: Work Plan Example (Multi panelled door) – JSA & Materials

Activity	Hazards	Controls	Who
Moving heavy materials	Back injury	Use team lifting, mechanical aids	Student
Accessing the worksite	Unauthorised entry	Erect signage and barricades	Student
Cutting components	Lacerations, entanglement	Keep hands clear, clamp timber, wear eye and hearing PPE	Student
Assembly	Crush injuries	Keep fingers away from pinch points	Student

Component	Material	Number	L	W	T
Stiles	Radiata pine	2	580	70	30
Rails	Radiata pine	3	340	70	30
Infill panels	FJ lining board	2	190	140	12
PVA glue	Poly Vinyl Acetate	50mL	N/A	N/A	N/A

Section 2 – PART B: Work Plan Example (Door Frame & Jamb)

The student must report on the planning and preparation of the project they will undertake. Specifically, students must complete the Work Plan and submit it to the teacher and then discuss it.

Work Activities and Outcomes	
1	Determine space/location for door frame & jamb manufacture
2	Assess and record worksite hazards and control measures
3	Handle, prepare and position frame materials and hardware
4	Use machinery to manufacture components
5	Dry assemble components

Sequence Number	Work Activity	Description	PPE	Estimated Duration
1	Mark out wall frame components	Mark out components using tape measure, square and pencil	N/A	20 mins
2	Cut studs	Cut studs to length using sliding compound mitre saw	Safety glasses, earmuffs	20 mins
3	Cut plates and noggins	Cut plates, header and noggins to length using sliding compound mitre saw	Safety glasses, earmuffs	20 mins
4	Mark out joint location	Mark out joint location using tape measure	N/A	20 mins
5	Assemble door frame	Pre-drill holes and nail frame components	Safety glasses,	40 mins

Section 2 – PART B: Work Plan Example (Door Frame & Jamb) – JSA & Materials

Activity	Hazards	Controls	Who
Moving heavy materials	Back injury	Use team lifting, mechanical aids	Student
Cutting studs and headers	Lacerations, entanglement	Keep hands clear, clamp timber, wear PPE	Student
Cutting stiles and stoppers	Lacerations, entanglement	Keep hands clear, clamp timber, wear PPE	Student
Assembly	Crush injuries	Keep fingers away from pinch points	Student

Component	Material	Number	L	W	T
Stud	Radiata pine	4	1173	70	35
Plates	Radiata pine	2	1200	70	35
Noggin	Radiata pine	1	204	70	35
Header	Radiata pine	2	428	70	35
Door jamb stiles	Radiata pine	8	550	95	19

Section 2 – PART C: Work Plan Example (Carcass unit)

The student must report on the planning and preparation of the project they will undertake. Specifically, students must complete the Work Plan and submit it to the teacher and then discuss it.

Work Activities and Outcomes	
1	Determine space/location for carcass unit manufacture
2	Assess and record worksite hazards and control measures
3	Handle, prepare and position carcass materials and hardware
4	Use machinery to manufacture components
5	Dry assemble components

Sequence Number	Work Activity	Description	PPE	Estimated Duration
1	Mark out carcass components	Mark out components using tape measure, square and pencil	N/A	20 mins
2	Cut carcass components	Cut sides, top and bottom using mitre saw	Safety glasses, earmuffs	20 mins
3	Edge treatments	Attach edge strips using hot iron and flush trim	N/A	20 mins
4	Install drawer runners	Place runners and pre-drill holes	N/A	20 mins
5	Assemble carcass	Screw carcass panels together using clamps	Safety glasses, earmuffs	40 mins

Section 2 – PART C: Work Plan Example (Carcass unit) – JSA & Materials

Activity	Hazards	Controls	Who
Moving heavy materials	Back injury	Use team lifting, mechanical aids	Student
Cutting panels	Lacerations, entanglement	Keep hands clear, clamp timber, wear PPE	Student
Edge banding	Burns, fumes	Use gloves, ventilation	Student
Assembly	Crush injuries	Keep fingers away from pinch points	Student

Component	Material	Number	L	W	T
Side panels	Particleboard	2	750	450	16
Top/Bottom	Particleboard	2	600	450	16
Back panel	Hardboard	1	600	750	3
Drawer runners	Steel	2 pairs	N/A	N/A	N/A
Screws	Chipboard screws	32	40mm	N/A	N/A

Section 2 – PART D: Skills Evaluation & Plan Example

List the units of competency relevant to your project and rate your current skill level. From this review, develop a plan to improve any required skills.

Units of Competency	Yes/Strong	Yes/Weak	No
CPCCOM1012 Work effectively and sustainably in the construction industry	✔		
CPCCCM2005 Use construction tools and equipment		✔	
CPCCCM1014 Conduct workplace communication	✔		
CPCCCM2012 Work safely at heights			✔
CPCCCM1015 Carry out measurements and calculations		✔	

Skill Development Plan

Undertake additional training sessions for units marked as weak or not competent
Practise tasks under supervision to build confidence and proficiency
Seek feedback from experienced tradespersons on technique and workmanship
Review safety procedures regularly to reinforce safe work practices
Research post-course opportunities (apprenticeships or industry placements) to develop skills

Section 2 – PART E: Environmental Incident Report Example

Read the scenario below and complete the Environmental Incident Report for this event. This sample demonstrates the layout and level of detail required.

Scenario: While painting an outdoor decking area, a tradesperson accidentally knocks over a tin of oil-based paint. The paint spills onto the concrete and begins to run towards a stormwater drain. Immediate action is required to contain the spill and prevent environmental contamination.

Field	Details
Date of incident	15/03/25
Time of incident	2:15 pm
Location	Outdoor decking area, Building A
Description	Paint tin knocked over, paint running towards storm drain
Environmental harm	Potential contamination of stormwater
Immediate response	Used absorbent pads and sand; placed drip trays under drain
Damage details	Staining of concrete surface
Hazard controls	Store paint away from drains; use containment trays
Training/advice	Briefed team on spill response and proper storage
Completed by	Alex Taylor