

Application Pack

New Zealand Certificate Carpentry (Level 4)

(NZ2738) Level 4, 320 credits, version 1

Your Experience: Our Qualifications

About the New Zealand Certificate in Carpentry

This qualification is for those working as carpenters, and for those wishing to work as carpenters, in the construction industry. The qualification is designed to provide the building and construction industry with trained people who have achieved the practical skills and knowledge required to construct, repair and install building structures to the level required of a commercially competent carpenter. You must also demonstrate professional growth and leadership.

This qualification supports the knowledge and skill requirements of the Carpentry class of the Licensed Building Practitioner (LBP) scheme.

English Language

If English is not your first language, you may also be required to provide evidence of your English language skills as listed below. If you have no evidence of your English language skills and are a New Zealand citizen, resident or permanent resident, contact us.

- **IELTS 5.5 Academic** (no lower than 5.5 in any subtest).

This level of English is essential. If you are international and can demonstrate to us that your English is above this level we will accept you for assessment without an IELTS test.

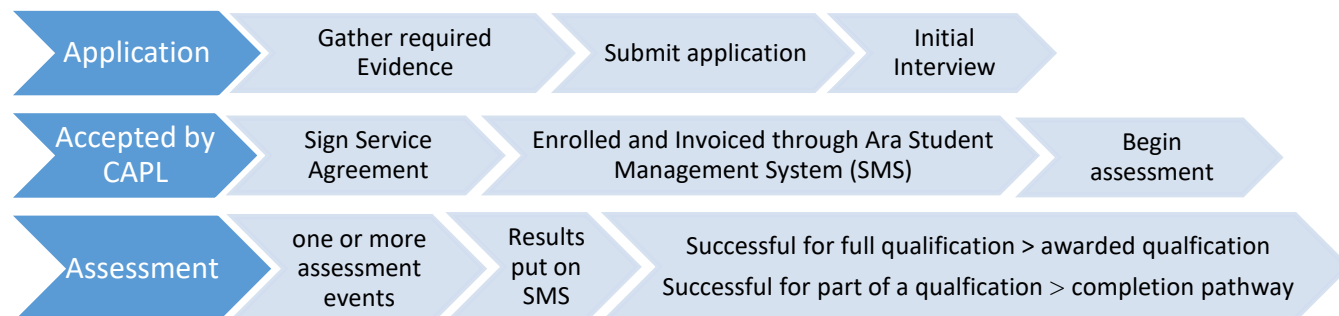
About assessment

To achieve the New Zealand Certificate in Carpentry you need to match the outcomes of the graduate profile (page 3) for this qualification. This graduate profile is the knowledge and skills a student is expected to show after a 3-4 year apprenticeship in this industry. Graduate profile outcomes follow the construction process from fundamentals to finished building and on-going professional development. To show that you have the required knowledge and skills our assessor will ask you questions, at least partially based on evidence you provide, during a series of meetings. He will also visit you on site once or twice, and may ask you to demonstrate specific knowledge and skills you have gained/acquired through your work. Assessment is integrated; the questions asked and practical demonstrations and workplace visit required will allow our assessor to judge whether you have achieved the graduate profile outcomes being assessed.

After your application is received, you will be contacted within the following fortnight for an initial interview with an assessor to discuss your application. If your application is accepted, you will be sent a service agreement. If you accept this, the assessor will contact you to work out an assessment schedule with you.

Assessment for the whole qualification usually takes 3-6 months. Should you fail any part of any assessment, you may need to undergo further assessment, or enrol in a course of study. Any costs associated with this are additional.

Summary of Process



Fee

The cost of assessment for the full qualification in 2019 is \$2346.00. Any fees for enrolments required due to gaps in knowledge and skills are additional and not part of the CAPL process.

Fixed discounts may be available if evidence is provided of having already achieved a significant number of unit standards in carpentry or having achieved other relevant qualifications (including international carpentry qualifications with content similar to the NZ Certificate in Carpentry). **International Students** must pay in full within 30 days of receiving an Invoice from Ara; residents and New Zealand citizens have the option of paying by regular instalment (following a successful credit check).

Graduate Profile Evidence Requirements

Graduates of this qualification will be able to:

1. Understand and apply a broad practical working knowledge of the fundamentals required in the carpentry trade including; tools and equipment, materials, the legislative framework, regulatory requirements, drawings and specifications, building types, methods of construction, building science, building mathematics, and communication.
2. Competently plan and carry out all aspects of establishing and maintaining construction sites including preparatory demolition and set out for building.
3. Competently plan and carry out all aspects of the construction of; framed and solid foundations, and retaining walls.
4. Competently plan and carry out all aspects of wall, roof, ceiling, column, post, beam and portal construction to form frames and structures of buildings.
5. Competently plan and carry out all aspects of roof claddings, joinery and wall claddings.
6. Competently plan and carry out all aspects of insulation, linings, finishing trim, joinery, hardware and sound control systems.
7. Self-manage on-going learning and supervise the learning of others with a responsibility to maintain the professional standards of the construction industry.
8. Operate competently and unsupervised to the required safety, technical, quality and productivity standards expected in a commercial environment.

Specific Evidence Requirements Tables

Please read through all outcomes first before noting what evidence you can provide. These completed tables forms part of your application.

For each graduate outcome on the following pages please do the following:

- A. Tick the boxes for the outcome requirements you know or have skills in, and can provide evidence for.
- B. In the *Evidence you can provide* column, write the number equivalent to the type of evidence you can give for each **outcome requirement** from the numbers below (use as many numbers (types of evidence) as you can).

1 Talk about this with the assessor	2 Provide written or photo evidence	3 Provide proof from an employer	4 Demonstrate this
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For example for Outcome 1, for most you will put '1' but for the 4th requirement: *Can you: ☐ Perform calculations to solve simple problems in a construction environment* you might put 1, 3, 4 **or** just 4.

Be prepared to supply your supporting evidence. The same evidence can be used for more than one outcome. This evidence can be relevant courses undertaken and workplace responsibilities, e.g. Site Safe Passport, Health and Safety Officer, first aid certificate, employer references, house plans, photos showing your working, etc.

Graduate Profile Outcomes	Evidence you can provide
1. Understand and apply a broad practical working knowledge of the fundamentals required in the carpentry trade including; tools and equipment, materials, the legislative framework, regulatory requirements, drawings and specifications, building types, methods of construction, building science, building mathematics, and communication.	
Can you: <input type="checkbox"/> Identify and locate appropriate legislation relevant to specific tasks in the construction industry <input type="checkbox"/> Maintain and use hand and power tools and equipment correctly <input type="checkbox"/> Interpret basic drawings and specifications to complete simple construction tasks. <input type="checkbox"/> Perform calculations to solve simple problems in a construction environment. <input type="checkbox"/> Describe materials used in construction <input type="checkbox"/> Define sub-contractors roles in construction. <input type="checkbox"/> Communicate effectively in a construction environment. <input type="checkbox"/> Explain the processes to fabricate and erect timber roof framed structures. Includes pitched and skillion roofs, hip and gable. <input type="checkbox"/> Describe the best practices and processes to construct masonry structures for residential building work. <input type="checkbox"/> Describe the fundamental components and installation of internal joinery. <input type="checkbox"/> Describe roofing types, materials and their characteristics <input type="checkbox"/> Explain weather tightness systems and air seals <input type="checkbox"/> Explain the importance of completing workplace documentation.	

Graduate Profile Outcomes	Evidence you can provide
2. Competently plan and carry out all aspects of establishing and maintaining construction sites including preparatory demolition and set out for building.	
<p>Can you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare a building site for construction to meet plans and specifications. <i>Includes site establishment plan, environmental and legal requirements, and waste management.</i> <input type="checkbox"/> Set up and operate levelling equipment to establish levels on a building site. <input type="checkbox"/> Use documentation, including interpreting drawings, to set out and prepare a site for building work. <input type="checkbox"/> Plan and safely carry out demolition work in preparation for construction activity. 	
3. Competently plan and carry out all aspects of the construction of framed and solid foundations, and retaining walls.	
<p>Can you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accurately measure and cut materials to specified dimensions. <input type="checkbox"/> Excavate and prepare the base for a building site in line with plans and specifications. <input type="checkbox"/> Load and safely stack construction materials in line with industry best practice. <input type="checkbox"/> Dismantle and remove construction materials in line with industry best practice. <input type="checkbox"/> Fit proprietary beams and connections on site. <input type="checkbox"/> Identify the materials and construction process for timber and concrete support structures. <input type="checkbox"/> Identify the materials and construction process for timber and concrete floor systems. <input type="checkbox"/> Use documentation to build a concrete sub structure and floor system on site. <input type="checkbox"/> Use documentation to assemble a timber sub structure and flooring system on site. <input type="checkbox"/> Use specifications to construct a retaining wall / Outline the best practice and construction process for a retaining wall. <input type="checkbox"/> Outline the best practice and construction process for a deck with access <input type="checkbox"/> Manufacture and assemble loose timber structures in a construction environment. 	

Graduate Profile Outcomes	Evidence you can provide
5. Competently plan and carry out all aspects of wall, roof, ceiling, column, post, beam and portal construction to form frames and structures of buildings.	
<p>Can you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Erect pre-fabricated timber framed structures on site using documentation. <input type="checkbox"/> Use calculations to build pitched and flat roof structures in a construction environment. <input type="checkbox"/> Calculate, set out, manufacture and erect timber or metal roof framing. <input type="checkbox"/> Set out, erect and brace prefabricated timber or metal roof framing according to documentation. <input type="checkbox"/> Use documentation to install pre-fabricated beams, assemble roof finishings, penetrations and ceiling components on site. <input type="checkbox"/> Use a manufacturer's specification to explain the construction light gauge steel frame structures for residential buildings. <input type="checkbox"/> Describe the best practices and processes to construct masonry structures for residential building work. <input type="checkbox"/> Discuss the manufacturer's / engineer's specifications for installation of pre-fabricated beams in construction. <i>Includes laminated beams</i> <input type="checkbox"/> Outline the recommended best practices to construct insitu and precast concrete, including the installation of manufactured precast structural and floor systems. <input type="checkbox"/> Describe the recommended best practices to complete roof finishing components, roof bracing, ceiling framing, roof penetrations for roof structures. 	
6. Competently plan and carry out all aspects of roof claddings, joinery and wall claddings.	
<p>Can you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Describe the preparation and installation for long run roofing material. <input type="checkbox"/> Identify and list the recommended best practice to install roofing accessories. <input type="checkbox"/> Identify from the Building Code, cavity systems used in residential building work. <input type="checkbox"/> Outline the best practices for the installation of external joinery and accessories to meet compliance. <input type="checkbox"/> Use sketches / details to describe the installation of external wall claddings. <input type="checkbox"/> Use documentation to build a cavity system on site. <input type="checkbox"/> Fit exterior joinery on site. <input type="checkbox"/> Fix exterior claddings and trim. <input type="checkbox"/> Seal exterior joinery and cladding on a construction site. <input type="checkbox"/> Use a specification to install long run roof cladding and flashings. <input type="checkbox"/> Fabricate sheet and lineal cladding systems from a specification. 	

Graduate Profile Outcomes	Evidence you can provide
7. Competently plan and carry out all aspects of insulation, linings, finishing trim, joinery, hardware and sound control systems.	
<p>Can you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare structure and fit insulation for wall linings on site. <input type="checkbox"/> Use a specification to install interior linings, sound system and trim on site. <input type="checkbox"/> Identify thermal and sound insulation systems for use in residential construction. <input type="checkbox"/> Measure and order joinery components <input type="checkbox"/> Install interior joinery, door furniture and finishings using manufacturer's specifications and best practice. <i>Includes stairs.</i> 	
8. Self-manage on-going learning and supervise the learning of others with a responsibility to maintain the professional standards of the construction industry.	
<p>Do you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seek advice or guidance when required <input type="checkbox"/> Identify and eliminate wasteful processes <input type="checkbox"/> Show continual/lifelong learning and knowledge acquisition <input type="checkbox"/> Show you research new technology, processes, practices, equipment 	
9. Operate competently and unsupervised to the required safety, technical, quality and productivity standards expected in a commercial environment.	
<p>Can you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply safe working practices when completing tasks. <input type="checkbox"/> Plan, manage and supervise site safety and ensure a safe work environment is maintained for the duration of the build. <i>Includes knowledge of construction process planning; site specific safety plan, evidence of supervising a site.</i> <input type="checkbox"/> Plan and supervise building work. <input type="checkbox"/> Erect and inspect scaffolding up to 5 metres. <input type="checkbox"/> Quantify a table of materials for a construction project. <input type="checkbox"/> Apply introductory building law and contracts for a sole trader working in construction. <i>Includes knowledge or application of tender quotations.</i> 	

Application checklist

Please email your application to capl@ara.ac.nz or post it to:

CAPL
Academic Innovation & Research
Ara
PO BOX 540
Christchurch 8140

How do I apply?

To make a CAPL application you need to send us:

Your Checklist

- | | |
|--|--------------------------|
| 1. Your completed application form | <input type="checkbox"/> |
| 2. Your summary of evidence template | <input type="checkbox"/> |
| 3. Your current and detailed Curriculum Vitae (CV) or work history which should contain: | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Relevant work history including your positions, tasks and responsibilities• Formal qualifications eg school, polytechnic, university, trade certificates• Informal qualifications eg 'in house' workplace training workshops• Relevant life experience or transferable skills | |

Your CV format may be quite different from this. Please use whatever format is understood by your industry but in depth enough to show your level of skills and knowledge for the qualification you are applying for.

4. If you are an employee within a company please supply us with an attestation* from your current employer and, if possible, employers you've worked for over the past five years. We will need to be able to contact your employer/s to verify this evidence. ☐
- OR**
- If you are self-employed please supply us with attestations* from two or more people or companies you work with, or for. We will need to be able to contact your attestors to verify this evidence.

**An attestation is a letter or email where the writer is certifying (attesting) that they personally witnessed or know something to be true. Each attestation we require must tell us:*

- the nature of the job/work that you worked on
- when and where it was carried out (for example: 12 residential builds in Canterbury from 2014 -2017)

and can include:

- the quality of the completed job/work
- your performance

5. Identification documents ☐
- Bring with you to the initial interview your birth certificate or passport proving your identity, plus permanent residency, visa and change of legal name certificate [e.g. marriage certificate], if relevant.

If your interview is by video conferencing rather than in person, please MAIL an ORIGINAL verified copy (a verified photocopy of your original document), signed as being a true and accurate copy by one of the positions listed below. We cannot accept a scanned or photographed copy.

- Justice of the Peace (listed in the Yellow Pages)
- Solicitor
- Registrar or Deputy Registrar of the Courts

The following needs to be included on the copy to be considered a verified copy: the words "original sighted"; company or position, name, and signature of the person sighting the original document.

Applicant Details (to be completed by applicant):

Last Name:

Click to enter name.

First Name:

Click to enter name.

Preferred
first name:

Click to enter.

Date of Birth:

Click to enter date of birth.

Mobile:

Mobile number.

Other phone:

Home or work phone.

Email:

Click here to enter preferred contact email.

Male: ☐Female: ☐Other Gender: ☐

Postal Address:

Click to enter address we can post to.

Last Secondary school you attended (or write
overseas if outside NZ)

Click to enter school.

Highest secondary school level achieved (may also
be None or, if achieved overseas, Overseas Qualification)

Click to enter

Your last year at
Secondary School:

Click to enter.

First year of tertiary study
(any qualification):

Click to enter.

Tick the box if English is your first language or the language you were educated in

☐

Personal statement which summarise your experience and learning, and which supports this application:

Applicant Evaluation**(to be completed by Ara staff):****Recommendation (include facilitation course if relevant):**

Click here to enter text. The box will expand as you write.

Approved by:

Date:

Programme Leader
or CAPL Assessor

Approved by:

Date:

CAPL staff

