



# Case for Endorsement

## Shopfitting

CPC Construction, Plumbing and Services Training Package

Release 7.0

Submitted by Artibus Innovation  
on behalf of the  
Construction, Plumbing and Services IRC  
June 2020



## Artibus Innovation

Artibus Innovation is the Skills Service Organisation supporting the Industry Reference Committees (IRCs) for the Construction, Plumbing and Services, and Property Services sectors in Australia. It develops, manages and supports nationally endorsed Training Packages.

These IRCs are responsible for providing guidance, direction and advice in relation to the workforce training and skills development needs of these two industry sectors.

Together, industry, employees and enterprises contribute significantly to Australia's infrastructure, underpinning the nation's economic and social fabric.

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## Administrative details of the Case for Endorsement

### Name of allocated Industry Reference Committee

The submission of this Case for Endorsement is made by the Construction, Plumbing and Services Industry Reference Committee (IRC).

### Name of Skills Service Organisation

Artibus Innovation

### Training Package components submitted for approval

This Case for Endorsement puts forward one revised qualification and ten revised units of competency.

### Qualification – revised

- CPC30120 Certificate III in Shopfitting

### Units of competency – revised

- CPCSHP3001 Fabricate shopfitting components using CNC machines
- CPCSHP3002 Fabricate and assemble shopfront structures
- CPCSHP3003 Assemble and install shopfront structures
- CPCSHP3004 Assemble internal shopfitting units and prepare for transport
- CPCSHP3005 Apply and trim decorative additions to shopfittings and components
- CPCSHP3006 Prepare shopfittings and surfaces and apply liquid finishes
- CPCSHP3007 Install prefabricated internal shopfitting units
- CPCSHP3008 Install internal shop walls and fixtures
- CPCSHP3009 Demolish shopfronts and bulkheads
- CPCSHP3010 Prepare shop floors for new coverings

Mapping information for the qualification and units of competency is provided in **Section H: Proposed training package components**.

### Case for Change details

On behalf of the Construction, Plumbing and Services IRC, Artibus Innovation prepared a proposal as part of the *Construction, Plumbing and Services Industry Skills Forecast 2019* to update the *CPC30116 Certificate III in Shopfitting* and ten associated units of competency.

Activity order number:	TPD/2018-19/002
Activity start date:	June 2019
Activity finish date:	16 June 2020

### Requirement set by the Australian Industry and Skills Committee (AISC)

The activity commissioned by the AISC was to ensure the qualification reflects the current trends in industry technologies, processes and materials, as well as updating references to work health and safety.



The industry-led proposed revisions to the qualification, units of competency and their associated assessment requirements satisfy these AISC requirements.



## Description of work and request for approval

### Description of work undertaken and why

The Shopfitting project was put forward to and approved by the AISC in March 2019. The aim of the project was to review the shopfitting qualification, units of competency and their associated assessment requirements to ensure alignment with current vocational outcomes and to address emerging industry trends, technology and new building methods, as well as to update shopfitting information and industry requirements.

To achieve this goal a national stakeholder mapping was undertaken to ensure key industry players were engaged in the review Appendix A: Industry Stakeholders.

A project register was also developed to record industry engagement activities and processes, and to capture and collate details of stakeholder suggestions, feedback and recommendations. The project register is an accurate records of stakeholder consultations, discussions and actions or issues requiring resolution, which contributed to the outcome of the project.

### Shopfitting Industry Overview

Shopfitting is a highly specialised niche occupation in the construction industry that has skills in common with carpentry, interior design, signs and graphics, furniture building and manufacturing.

Shopfitters design, produce, assemble and install retail and commercial shopfittings, including:

- counters
- showcases
- display units
- shop fronts
- floor coverings
- fixtures
- doors and architectural joinery.<sup>1</sup>

The industry is composed of small- to medium-sized enterprises with the Australia Shop & Office Fitting Industry Association (ASOFIA) being a key part of the sector.

The concept of sustainable shopfitting is slowly growing with more shopfitting work focussing on:

- using eco-friendly materials to fitout a shop (e.g. using non-toxic paints and finishes, using wood from renewable sources)
- energy efficient lighting
- adding live air cleaning plants (e.g. making a live wall).

The states that use the qualification are NSW, QLD and VIC. The remaining states and territories have registered zero enrolments over the last three years. Consequently, the consultation strategy was designed to capture stakeholders using the qualification. **Appendix B: Enrolment and completion figures (2015–2018).**

### Industry consultation process

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<sup>1</sup> Adform, 2012, *Australian shopfitters and what they do for you*, accessed online 04/02/2019 at: <http://adform.com.au/window-displays-revitalise-retail-life/>



The consultation process undertaken as part of the review was designed to comply with Training Package policies and processes, and to ensure industry stakeholders had the opportunity to engage in the review through a range of channels.

The consultation strategy included:

- engagement with content specialists and subject matter experts to provide feedback on the structure of the qualification and content relating to the units of competency and their assessment requirements
- notifying, inviting and engaging with industry representatives, employers, training providers, state and territory training authorities (STAs) and other associated stakeholders
- conducting national face-to-face forums where possible
- undertaking targeted consultation with industry/businesses
- publishing information on the Artibus Innovation website and seeking feedback
- conducting online surveys
- facilitating online forums.

One round of consultation and one round of validation were undertaken to review the qualification, units of competency and their assessment requirements.

#### **Draft 1 consultation phase**

The consultation phase sought industry feedback on the suitability of the qualification packaging rules and the relevance of the content in the units of competency.

#### ***Project page***

A project page was developed for the Artibus Innovation website. The project page was kept updated throughout the duration of the project, providing information on the status of the project and opportunities to provide input into draft components:

[https://www.artibus.com.au/project/?project\\_id=37](https://www.artibus.com.au/project/?project_id=37).

Draft 1 of the qualification, units of competency and their assessment requirements was published on the Artibus Innovation website to encourage stakeholders to view and comment on the Training Package components.

#### ***Newsletters***

During the review three newsletters were distributed to a broad range of industry stakeholders to communicate project milestones, inform them about opportunities to provide feedback and provide access to the project page, draft materials, national forums and survey.

A newsletter promoting opportunities for consultation about the draft material was sent to all stakeholders on 25 October, with workshops scheduled from 7 November – 14 November 2019.

#### ***Industry survey***

An industry survey was also made available, which included links to the Training Package components to facilitate industry feedback.

#### ***Face-to face targeted consultation***

<b>Date</b>	<b>Attendees</b>	<b>Jurisdiction</b>
-------------	------------------	---------------------



4 October 2019	3	Qld
17 October 2019	5	NSW
24 October 2019	2	Qld

The outcomes of these meetings were recorded in the project register.

#### *Targeted consultation with industry and businesses*

Prior to scheduling the workshop, targeted consultation was undertaken to inform industry and businesses about the industry workshops via:

- email invites to 17 Sydney shopfitting businesses to attend a workshop Thursday 17 October – no responses
- email invites to 13 Brisbane shopfitting businesses, as well as HIA, QBCC, MBA to attend a workshop Thursday 24 October – no responses
- asking the ASOFIA CEO to disseminate information to ASOFIA national members about registering for the national workshops
- asking NSW, Qld and Vic ASOFIA state members to contact their membership about the shopfitting workshops.

#### *Industry workshops*

National workshops across Australia were promoted to provide stakeholders with an opportunity to provide feedback on the draft materials.

This table below provides an overview of the effort to support industry engagement in the review.

<b>Date (2019)</b>	<b>Forum Venue</b>	<b>Comment</b>
Nov Thurs 07	Brisbane Forum 09:00am – 11:00am CTC Salisbury 460/492 Beaudesert Rd. Salisbury	Insufficient numbers to hire a venue. Held workshop at Stafford Hotel-Stafford. Brisbane. 5 attendees
Nov Fri 08	Gold Coast 07:30am – 09:30am Tallebudgera SLSC	No registrations – cancelled
Nov Tue 12	Sydney Forum Time 1:00pm – 3:00pm Lidcombe TAFE 73 East St. Lidcombe. NSW	Only 3 registrations, 2 who already attended the October 17 meeting in Lidcombe. Cancelled
Nov Wed 13	Adelaide Forum Time 12:00pm – 2:00pm Construction Industry Training Board 1 <sup>st</sup> Floor, 5 Greenhill Rd. Wayville SA	Only 2 registrations – cancelled Notified of cancellation – 1 emailed feedback
Nov Thu 14	Melbourne Forum Time 10:00am – 12:00pm Plumbing Industry Climate Action Centre 306 Albert St. Brunswick Vic	Five registered and only 3 attended
Nov Mon 18	Web Conference 2:00pm – 4:00pm (Qld time)	Only 2 registered, with one already attending the Melbourne workshop. Advised other registration of cancellation and invited to submit feedback via email.



### *Summary of industry consultation*

Prior to national consultation 10 people attended face-to-face meetings and submitted feedback.

There were 24 online survey participants/registrations, 5 disqualifications, 11 incomplete registrations with 8 completing their registration and commenting.

National consultation resulted in 5 participants in Brisbane and 3 participants in Melbourne attending and giving feedback. One person emailed feedback.

The total number of participants in the first round of industry consultations was 27.

Artibus Innovation believes every effort has been exhausted to engage a broad cross section of stakeholders and provide opportunities for engagement.

### *Summary of industry feedback*

Feedback was consistent across consultation activities. Most of the feedback related to minor changes to the units of competency. Refer to **(Appendix C: Industry feedback)** for feedback summary.

Issues	Description	Outcome
Gap in the qualification	Industry feedback indicated that a hand and power tool unit needs to be added to the core unit selection in order for the apprentice to have the ability to complete most of the units of competency in the qualification.	<i>CPCCCA2002B Use carpentry tools and equipment</i> was included to the core of the qualification to meet industry request to support apprentices and employers. (Unit updated to CPCCCA2002 in the Carpentry project.)
CNC content missing shopfitting units	Several employers and educators mentioned that CNC skills and knowledge is lacking in the following units: <ul style="list-style-type: none"><li>• CPCCSH3001 Fabricate shopfitting components using CNC machines</li><li>• CPCCSH3004 Assemble internal shopfitting units and prepare for transport</li></ul>	Further information relating to CNC has been included in the knowledge evidence for both of these units. This ensure the units will contain relevant industry knowledge; intended outcome of the units remains the same.

Further minor changes were nominated by industry at the unit level. These changes were implemented in light of the *Standards for Training Packages2012* **(Appendix C: Industry feedback)**.

### **Draft 1 validation phase**

#### *Validation material*

Artibus Innovation compiled all Draft 1 stakeholder feedback, comments and suggestions from national consultations, surveys and emails to develop the shopfitting qualification structure and update the ten CPCCSH units of competency and their assessment requirements.

During round one of the industry consultation, employers, industry and training providers



suggested and strongly supported the inclusion in the qualification of a hand and power tool unit. CPCCCA2002B contained the most appropriate selection of hand and power tools and addressed the knowledge and skills best suited to meet shopfitting requirements. This unit has *CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry* as a prerequisite.

Consequently, the CPC30120 Certificate III in Shopfitting packaging rules increased from 17 units of competency (11 core units and 6 elective units) to 18 units of competency (12 core units and 6 elective units) to accommodate:

- adding the hand and power tool unit and its prerequisite to the core units
- moving *CPCCWHS3001 Identify construction work hazards and select risk control strategies*, which from the core units for CPC30116 Certificate III in Shopfitting into the Group B General elective units for CPC30120 Certificate III in Shopfitting.

The CPC30120 Certificate III in Shopfitting and ten revised units of competency and their assessment requirements were released for validation on 14 February 2020 to 28 February 2020.

Artibus Innovation received feedback regarding the short period of time the project was accessible to stakeholders for review, and subsequently extended the validation period for an additional week to 6 March 2020.

#### *Validation strategy*

The validation strategy reflected the consultation approach:

- publication of validation material via the Artibus Innovation webpage
- industry survey to support validation
- newsletter.

#### *Summary of validation*

Artibus Innovations contacted 23 industry stakeholders requesting feedback on the validation draft materials, including:

- national shopfitting stakeholders via email to notify them that final draft components of the shopfitting qualification were available for validation on the Artibus Innovation website.
- targeted consultation with:
  - 13 shopfitters
  - 1 regulator
  - 2 industry body groups
  - 7 training providers.

The ASOFIA CEO was also contacted and asked to contact national ASOFIA members about the validation process. ASOFIA responded to Artibus' request and notified and encouraged all their national members to participate in the validation process.

Artibus Innovation received feedback from 5 stakeholders.

Validation feedback centred around the packaging rules and the number of work health and safety units required for the qualification. This point was addressed by moving *CPCCWHS3001 Identify construction work hazards and select risk control strategies* to the Group B General elective units, which left *CPCCWHS2001 Apply WHS requirements, policies and procedures in*



*the construction industry* in the core units as a prerequisite to the hand and power tool unit. (see Appendix C: Industry feedback).

### Summary of key changes

Key changes	Description
KC 1	<i>CPC30120 Certificate III in Shopfitting</i> has been updated to meet current industry requirements; it supersedes and is equivalent to the <i>CPC30116 Certificate III in Shopfitting</i> . Packaging arrangements have been revised to reflect the addition of one extra unit into the core.
KC 2	Ten units of competency have been updated to reflect: <ul style="list-style-type: none"><li>• current and emerging technologies</li><li>• the skilling needs of the industry</li><li>• workplace practices</li><li>• legislative requirement.</li></ul>

### Decision being sought from the AISC

To note the work undertaken and approve the Case for Endorsement for *CPC30120 Certificate III in Shopfitting* and ten units of competency and their assessment requirements.



## Evidence of industry support

### Written evidence of support by IRC responsible for the training package components

This Case for Endorsement presents evidence of broad-based industry support for the proposed training package components as outlined in the *Training Package Development and Endorsement Process Policy*.

The Construction, Plumbing and Services IRC supports the submission of the training package components put forward in this Case for Endorsement.

Signed on behalf by the appointed Chair of the Construction, Plumbing and Services IRC.

Name of Chair: Stuart Maxwell

Signature of Chair:

Date: XX June 2020

### State and Territory Training Authority (STA) responses to the Case for Endorsement

STA	STA Response
ACT	
NSW	
NT	
QLD	
SA	
TAS	
VIC	
WA	

### Letters of support

Letters of support for the Case for Endorsement were received from the following and are available at **Appendix D: Letters of support**.

### Reports by exception



## **Industry expectations about training delivery**

### **Advice about industry's expectations of training delivery**

The review of *CPC30116 Certificate III in Shopfitting* resulted in a minor change to the qualification packaging rules, but the qualifications are equivalent given that the vocational outcome remains the same. The revised units of competency and their assessment requirements are also equivalent.

The revised qualification includes groupings that outline different categories of work. This was done to support a range of occupational needs in the sectors.

The packaging rules of the qualification provide sufficient flexibility for business and registered training organisations (RTOs) to develop training plans for apprentices. The packaging rules also promote the selection of imported units from other Training Packages to further support the needs of businesses and employers, and broaden the skills and knowledge of candidates undertaking the qualification.

Unit of competency elements and performance criteria have been updated to articulate the standard of work required by industry.

The assessment requirements have been updated to ensure there is clarity regarding the frequency and volume of evidence required in a workplace context.

RTOs will have to update training and assessment materials to reflect the changes to the units of competency and assessment requirements. Training providers should note that the ten shopfitting units of competency have been deemed equivalent, which should facilitate the transition process from the preceding to the new Training Package components.

## **IRC Recommendations on traineeships and apprenticeships**

This qualification is suitable for an Australian Apprenticeship pathway.



## **Implementation of the new training package components**

### **Advice about occupational and licensing requirements**

Shopfitting is a regulated occupation.

Artibus Innovation will provide support, if requested by regulators, and advice on the changes to the Training Package components to facilitate alignment between the updated Training Package components and their regulatory jurisdictional requirements

Licensing, legislative or certification requirements may apply to some shopfitting units of competency in some states and territories. Further detail is provided in the units of competency. Relevant state and territory regulatory authorities should be consulted to confirm these requirements.

### **Implementation issues of note and management strategy**

No implementation issues have been noted to date.

### **Advice on downstream effects of the change**

The impact for enterprises and RTOs is expected to be a positive one. The proposed components will provide enterprises with a workforce that can apply job-relevant skills and knowledge across the shopfitting industry nationally.

As the qualification has been deemed equivalent to its previous iteration, RTOs will have the updated version added to their scope automatically by ASQA.



## Quality assurance reports

### Editorial report

An editorial report has been undertaken by Kerry Jennings.

### Editorial Report: Shopfitting project

1. Cover page	
Information required	Detail
Training Package title and code	<b><i>CPC Construction, Plumbing and Services Training Package Release 7.0</i></b>
Number of new qualifications and their titles	Nil
Number of revised qualifications and their titles	One revised qualification: <ul style="list-style-type: none"> <li>• CPC30120 Certificate III in Shopfitting.</li> </ul>
Number of new units of competency and their titles	Nil
Number of revised units of competency and their titles	Ten revised unit of competency (replacing superseded units in the CPC Construction, Plumbing and Services Training Package): <ul style="list-style-type: none"> <li>• CPCSHP3001 Fabricate shopfitting components using CNC machines</li> <li>• CPCSHP3002 Fabricate and assemble shopfront structures</li> <li>• CPCSHP3003 Assemble and install shopfront structures</li> <li>• CPCSHP3004 Assemble internal shopfitting units and prepare for transport</li> <li>• CPCSHP3005 Apply and trim decorative additions to shopfittings and components</li> <li>• CPCSHP3006 Prepare shopfittings and surfaces and apply liquid finishes</li> <li>• CPCSHP3007 Install prefabricated internal shopfitting units</li> <li>• CPCSHP3008 Install internal shop walls and fixtures</li> <li>• CPCSHP3009 Demolish shopfronts and bulkheads</li> <li>• CPCSHP3010 Prepare shop floors for new coverings.</li> </ul>



Confirmation that the draft training package components are publication-ready	I believe that the draft Training Package components I have seen, prior to the quality audit process, were publication-ready at that time. Unless I see the draft Training Package components before submission to the Australian Industry and Skills Committee (AISC,) I am not in a position to confirm their state at any point in the future.
Is the Editorial Report prepared by a member of the Quality Assurance Panel? If 'yes' please provide a name.	Kerry Jennings
Date of completion of the report	9 April 2020

## 2. Content and structure

### Units of competency

Editorial requirements	Comments
<p>Standard 5:</p> <ul style="list-style-type: none"> <li>The structure of units of competency complies with the unit of competency template.</li> </ul>	<p>The structure of units of competency complies with the unit of competency template:</p> <ul style="list-style-type: none"> <li>all mandatory fields are used</li> <li>the 'prerequisite field' and 'Range of Conditions' optional fields are not used</li> <li>the 'competency field' and 'unit sector' optional fields are used.</li> </ul>
<p>Standard 7:</p> <ul style="list-style-type: none"> <li>The structure of assessment requirements complies with the assessment requirements template.</li> </ul>	<p>Every unit of competency has associated assessment requirements and the structure of these assessment requirements complies with the assessment requirements template.</p> <p>The assessment requirements specify performance evidence, knowledge evidence and assessment conditions.</p> <p>Assessment can be conducted in the workplace or in a simulated workplace.</p> <p>Resources required for assessment are outlined in the Assessment Conditions which, depending on the unit content, could include:</p> <ul style="list-style-type: none"> <li>relevant shopfitting legislation, regulations, codes and Australian Standards</li> <li>current workplace procedures, workplace safety and environmental documentation</li> <li>shopfront/shopfitting drawings and specifications, job requirements, organisational policies, procedures and equipment to undertake the performance criteria and assessment requirements</li> <li>digital technology, devices and software to communicate with others, to source information, to program equipment, and to develop and save documents electronically.</li> </ul>



## Qualifications

Editorial requirements	Comments by the editor
<p>Standard 9:</p> <ul style="list-style-type: none"> <li>The structure of the information for qualifications complies with the qualification template.</li> </ul>	<p>The structure of the information for the qualification complies with the qualification template. All mandatory fields are used. The one optional field (entry requirements) is not used. The qualification template states that under the packaging rules, the qualification:</p> <ul style="list-style-type: none"> <li>‘Lists all core and elective unit codes and titles, including prerequisite units where they apply.’ (page 6 of the <i>Standards for Training Packages 2012</i>)</li> </ul> <p>Under the packaging rules for the qualification, the following is provided:</p> <ul style="list-style-type: none"> <li><b>‘Prerequisite units of competency</b></li> </ul> <p>An asterisk (*) against a unit code below indicates that there is a prerequisite requirement that must be met. Prerequisite units must be assessed before assessment of any unit of competency with an asterisk. Check the unit of competency for information on specific prerequisite requirements. All prerequisite requirements are packaged in the qualification.’</p> <p>It is my opinion that the ‘structure of the information for qualifications’ does not comply with the qualification template because the prerequisite units that apply are not listed – only the unit that has the prerequisite is identified by an asterisk. There is no evidence that the prerequisite is available in the qualification other than the statement ‘All prerequisite requirements are packaged in the qualification.’ The reader is expected to trust the SSO on this point. This opinion has been provided to the SSO.</p>
<p>Standard 10:</p> <ul style="list-style-type: none"> <li>Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template.</li> </ul>	<p>Artibus Innovation has provided a document that indicates that at the time of endorsement, no credit arrangements exist between the <i>CPC Construction, Plumbing and Services Training Package Release 7.0</i> shopfitting qualification and higher education qualifications.</p>

## Companion Volumes



Editorial requirements	Comments by the editor
<p>Standard 11:</p> <ul style="list-style-type: none"> <li>A quality assured companion volume implementation guide is available and complies with the companion volume implementation guide template.</li> </ul>	<p>Artibus Innovation has produced a <i>Companion Volume Implementation Guide</i> for the <i>CPC Construction, Plumbing and Services Training Package Release 7.0</i>, which will be ready for publication at the same time as the Training Package.</p> <p>This Guide has undergone internal and external editing and proofreading processes, and complies with the Companion Volume Implementation Guide (CVIG) template.</p>

### 3. Proofreading

Editorial requirements	Comments by the editor
<ul style="list-style-type: none"> <li><b>Unit codes and titles and qualification codes and titles</b> are accurately cross-referenced throughout the training package product(s) including mapping information and packaging rules, and in the companion volume implementation guide.</li> </ul>	<p>Unit codes and titles, and qualification codes and titles have been cross-referenced throughout the Training Package products, including in the mapping information, packaging rules and the CVIG.</p>
<ul style="list-style-type: none"> <li>Units of competency and their <b>content</b> are <b>presented in full</b>.</li> </ul>	<p>All units are available and submitted in full.</p>
<ul style="list-style-type: none"> <li>The author of the Editorial Report is satisfied with the quality of the training products, specifically with regard to: <ul style="list-style-type: none"> <li>absence of spelling, grammatical and typing mistakes</li> <li>consistency of language and formatting</li> <li>logical structure and presentation of the document.</li> <li>compliance with the required templates</li> </ul> </li> </ul>	<p>Artibus Innovation has been very responsive to editorial suggestions and comments. Consequently, as the author of the editorial report I am confident that the advice I have provided to Artibus Innovation, prior to the material proceeding to quality audit, will result in material that: does not have spelling, grammatical or typing mistakes uses consistent language and formatting uses a logical structure in its presentation complies with the required templates.</p> <p>It must be noted, however, that post this editorial report additional changes may be made to the training products as a result of the quality report, State/Territory Training Authority (STA) comment, unforeseen issues the Skills Service Organisation (SSO) needs to address and/or AISC comment/request.</p> <p>Depending on the timeline I may or may not be asked for editorial advice about any further changes. Consequently, the final text will always be the responsibility of Artibus Innovation.</p>



## Equity report

An equity report has been undertaken by Kerry Jennings.

## Equity Report: Shopfitting project

### Section 1 – Cover page

Information required	Detail
Training Package title and code	<b><i>CPC Construction, Plumbing and Services Training Package Release 7.0</i></b>
Number of new qualifications and their titles	Nil
Number of revised qualifications and their titles	One revised qualification: <ul style="list-style-type: none"><li>• CPC30120 Certificate III in Shopfitting.</li></ul>
Number of new units of competency and their titles	Nil
Number of revised units of competency and their titles	Ten revised unit of competency (replacing superseded units in the CPC Construction, Plumbing and Services Training Package): <ul style="list-style-type: none"><li>• CPCSHP3001 Fabricate shopfitting components using CNC machines</li><li>• CPCSHP3002 Fabricate and assemble shopfront structures</li><li>• CPCSHP3003 Assemble and install shopfront structures</li><li>• CPCSHP3004 Assemble internal shopfitting units and prepare for transport</li><li>• CPCSHP3005 Apply and trim decorative additions to shopfittings and components</li><li>• CPCSHP3006 Prepare shopfittings and surfaces and apply liquid finishes</li><li>• CPCSHP3007 Install prefabricated internal shopfitting units</li><li>• CPCSHP3008 Install internal shop walls and fixtures</li><li>• CPCSHP3009 Demolish shopfronts and bulkheads</li><li>• CPCSHP3010 Prepare shop floors for new coverings.</li></ul>
Confirmation that the draft training package components meet the requirements in Section 2 <i>Equity checklist of draft training package components</i>	It is my opinion that the draft Training Package components meet the requirements in Section 2.
Is the Equity Report prepared by a member of the Quality Assurance Panel? If 'yes' please provide the name.	Kerry Jennings
Date of completion of the report	9 April 2020



## Section 2 – Equity checklist of draft training package components

Equity requirements	Equity reviewer comments Provide brief commentary on whether the draft endorsed components meet each of the equity requirements
<p>The training package component(s) comply with Standard 2 of the <i>Standards for Training Packages 2012</i>. The standard requires compliance with the <i>Training Package Products Policy</i>, specifically with the access and equity requirements:</p> <ul style="list-style-type: none"> <li>• Training Package developers must meet their obligations under Commonwealth anti-discrimination legislation and associated standards and regulations.</li> <li>• Training Package developers must ensure that Training Packages are flexible and that they provide guidance and recommendations to enable reasonable adjustments in implementation.</li> </ul>	<p>The <i>Training Package Products Policy</i> (Item 1.5. Training Packages – access and equity) states:</p> <ul style="list-style-type: none"> <li>• ‘1.5.1 Training package developers in preparing training package products, and the Australian Industry and Skills Committee (AISC) in approving training packages for implementation, must meet their obligations under Commonwealth anti-discrimination legislation and associated standards and regulations.</li> <li>• 1.5.2 Training packages must be flexible and the Companion Volume Implementation Guide must provide guidance and recommendations to enable reasonable adjustments in implementation.’</li> </ul> <p>I am not in a position to confirm or deny whether the Training Package developer and the AISC ‘meet their obligations under Commonwealth anti-discrimination legislation and associated standards and regulations’ This is an incredibly expansive statement and, in my opinion, beyond the role of an equity review report. make any further comment I would require advice from the Department.</p> <p>The <i>Training Package Products Policy</i> does not define flexibility. It would appear to me that the Training Package developers have followed the required development, consultation and endorsement process and have supported industry involvement in ensuring that the training products being submitted for endorsement reflect the flexibility industry has told them it requires for its vocational education and training (VET) products. In my opinion, this is confirmed by the Construction, Plumbing and Services Industry Reference Committee (IRC) supporting the submission of the Training Package components put forward in the Case for Endorsement (CfE) and the signing of this support by the Chair of the Construction, Plumbing and Services IRC.</p> <p>Reference to reasonable adjustment can be found in the <i>Companion Volume Implementation Guide</i> for the CfE.</p>



	<i>Construction, Plumbing and Services Training Package Release 7.0</i> . This text discusses 'reasonable adjustment' in the context of the <i>Disability Standards for Education 2005</i> and refers Registered Training Organisations (RTOs) to these Standards as well as the <i>Disability Standards for Education Guidance Notes</i> , for further information.
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## Section 3 - Training Package Quality Principles

### Quality Principle 4

Be **flexible** to meet the diversity of individual and employer needs, including the capacity to adapt to changing job roles and workplaces.

#### **Key features**

Do the units of competency meet the diversity of individual and employer needs and support equitable access and progression of learners?

What evidence demonstrates that the units of competency and their associated assessment requirements are clearly written and have consistent breadth and depth so that they support implementation across a range of settings?

Are there other examples that demonstrate how the key features of flexibility are being achieved?

Equity requirements	Equity reviewer comments
1. What evidence demonstrates that the draft components provide flexible qualifications/units of competency that enable application in different contexts?	<p>The design of the draft qualification supports flexibility that:</p> <ul style="list-style-type: none"> <li>it uses a core and elective model</li> <li>units have been imported from other <i>CPC Construction, Plumbing and Services Training Package</i> qualifications</li> <li>units have been imported from the <i>MSF Furnishing Training Package</i></li> <li>the packaging rules allow for two elective units to be selected 'from any currently endorsed Training Package or accredited course as long as they contribute to a valid, industry-supported vocational outcome and maintain the integrity of the Australian Qualifications Framework (AQF) level of this qualification'.</li> </ul> <p>Flexibility is evident in the draft Qualification Description when it states that the qualification can be applied in retail or office environments.</p> <p>Flexibility is also evident in the packaging of the core units, which includes two common units (identified by the code CPCCOM or CPCCCM) and one work health</p>



	safety unit (coded CPCCWHS). Consequently, this means that three of the twelve (or a quarter) of the core units can be expected to be relevant to other qualifications and hence sectors, in the construction, plumbing and services industry.
2. Is there evidence of multiple entry and exit points?	There are no entry requirements for the qualification.  As per policy, learners who exit before achieving the qualification will receive a statement of attainment for any unit achieved.
3. Have prerequisite units of competency been minimised where possible?	Yes, prerequisite units have been minimised in the CPC30120 Certificate III in Shopfitting, where only one unit of competency has a prerequisite requirement.
4. Are there other examples of evidence that demonstrate how the key features of the flexibility principle are being achieved?	The companion volume implementation guide (CVIG) covers access and equity considerations, and reasons for adjustments, and explains how the units of competency comply with the Foundation Skills field in the template.

#### Quality Principle 5

Facilitate **recognition** of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors.

##### **Key features**

Support learner transition between education sectors.

Equity requirements	Equity reviewer comments
1. What evidence demonstrates pathways from entry and preparatory level as appropriate to facilitate movement between schools and VET, from entry level into work, and between VET and higher education qualifications?	The CVIG pathways advice is that the CPC30120 Certificate III in Shopfitting is suitable for an Australian Apprenticeship pathway.

#### Quality Principle 6

Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements.

##### **Key features**

Support implementation across a range of settings and support sound assessment practices.



Equity requirements	Equity reviewer comments
<p>1. Does the Companion Volume Implementation Guide include advice about:</p> <ul style="list-style-type: none"> <li>• Pathways</li> <li>• Access and equity</li> <li>• Foundation skills?</li> </ul> <p>(see Training Package Standard 11)</p>	<p>As already stated, the CVIG includes text about pathways, access and equity, and foundation skills.</p> <p>It is my opinion that the ten units of competency and their assessment requirements are clearly written. assessment requirements are specific about what competency looks like in the workplace.</p> <p>The intended target audience is specified in the Application. While not a member of that audience, my opinion that the content would be relevant to that audience because it is expressed clearly and concisely.</p>
<p>2. Are the foundation skills explicit and recognisable within the training package and do they reflect and not exceed the foundation skills required in the workplace?</p>	<p>Examples of foundation skills – language, literacy, numeracy and employment skills – being explicit or clearly expressed in performance criteria, and reflecting but not exceeding the foundation skills required in the workplace (that is, being reasonable workplace expectations), include:</p> <ul style="list-style-type: none"> <li>• identify, read, and interpret details of shopfitting components from job requirements, plans and specifications (CPCSHP3001)</li> <li>• measure and record internal width and height dimensions (CPCSHP3002)</li> <li>• determine drawer runner type from job requirements and install to manufacturer specifications (CPCSHP3004)</li> <li>• draw a plan to develop a true mitre for a compound angle and a mitre of different material widths, and calculate angles by dissection (CPCSHP3005)</li> <li>• determine job priorities and sequence job tasks in consultation with others in the workplace (CPCSHP3007)</li> <li>• maintain effective verbal and non-verbal communication, including the use of mobile technology, with team members and others onsite to monitor and manage demolition procedures (CPCSHP3009).</li> </ul>



## Quality report

A quality report has been undertaken by Sally Tansley.

### Quality Report

#### Section 1 – Cover page

Information required	Detail
Training Package title and code	CPC Construction, Plumbing and Services Training Package Release 7.0
Number of new qualifications and their titles <sup>2</sup>	Nil
Number of revised qualifications and their titles	1 revised qualification: <ul style="list-style-type: none"><li>• CPC30120 Certificate III in Shopfitting</li></ul>
Number of new units of competency and their titles	Nil
Number of revised units of competency and their titles	Ten revised units of competency (replacing superseded units in the CPC Construction, Plumbing and Services Training Package): <ul style="list-style-type: none"><li>• CPCSHP3001 Fabricate shopfitting components using CNC machines</li><li>• CPCSHP3002 Fabricate and assemble shopfront structures</li><li>• CPCSHP3003 Assemble and install shopfront structures</li><li>• CPCSHP3004 Assemble internal shopfitting units and prepare for transport</li><li>• CPCSHP3005 Apply and trim decorative additions to shopfittings and components</li><li>• CPCSHP3006 Prepare shopfittings and surfaces and apply liquid finishes</li><li>• CPCSHP3007 Install prefabricated internal shopfitting units</li><li>• CPCSHP3008 Install internal shop walls and fixtures</li><li>• CPCSHP3009 Demolish shopfronts and bulkheads</li><li>• CPCSHP3010 Prepare shop floors for new coverings.</li></ul>

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<sup>2</sup> When the number of training products is high the *titles can be presented as an attached list*.



<p>Confirmation that the panel member is independent of:</p> <ul style="list-style-type: none"> <li>the Training Package or Training Package components review ('Yes' or 'No')</li> <li>development and/or validation activities associated with the Case for Endorsement ('Yes' or 'No')</li> <li>undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report ('Yes' or 'No')</li> </ul>	<p>Yes the panel member is independent of:</p> <ul style="list-style-type: none"> <li>the Training Package or Training Package components review</li> <li>development and/or validation activities associated with the Case for Endorsement</li> <li>undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report</li> </ul>
Confirmation of the Training Packages or components thereof being compliant with the <i>Standards for Training Packages 2012</i>	In my opinion, the Training Package is compliant with the Standards for Training Packages 2012.
Confirmation of the Training Packages or components thereof being compliant with the <i>Training Package Products Policy</i>	In my opinion, the Training Package is compliant with the Training Package Products Policy.
Confirmation of the Training Packages or components thereof being compliant with the <i>Training Package Development and Endorsement Process Policy</i>	The Training Package Development and Endorsement Process Policy has been complied with.
<p>Panel member's view about whether:</p> <ul style="list-style-type: none"> <li>the evidence of consultation and validation process being fit for purpose and commensurate with the scope</li> <li>estimated impact of the proposed changes is sufficient and convincing</li> </ul>	<p>The case for endorsement details a range of consultation strategies which appear to be fit for purpose and included:</p> <ul style="list-style-type: none"> <li>Project page on the Artibus Innovation web site.</li> <li>Newsletters.</li> <li>Industry survey.</li> <li>Provision of information to industry and businesses about workshops.</li> <li>Workshops (face to face and web conference).</li> </ul> <p>The estimated impact of the proposed changes is sufficient and convincing.</p>
Name of panel member completing Quality Report	Sally Tansley:
Date of completion of the Quality Report	14 April 2020



## Section 2 – Compliance with the Standards for Training Packages 2012

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
<p>Standard 1</p> <p>Training Packages consist of the following:</p> <ol style="list-style-type: none"> <li>1. AISC endorsed components: <ul style="list-style-type: none"> <li>• qualifications</li> <li>• units of competency</li> <li>• assessment requirements (associated with each unit of competency)</li> <li>• credit arrangements</li> </ul> </li> <li>2. One or more quality assured companion volumes</li> </ol>	Yes	<p>Yes, the components submitted as part of the Case for Endorsement include the qualification and units of competency and their associated assessment requirements.</p> <p>There are no current credit arrangements as indicated in the credit arrangements document.</p> <p>There is an implementation guide, which has been reviewed as part of this quality assurance reporting process.</p>
<p>Standard 2</p> <p>Training Package developers comply with the <i>Training Package Products Policy</i></p>	Yes	<p><b>Training Package – coding and titling</b></p> <p>The CPC Construction, Plumbing and Services Training Package Release 7.0 meets Training Package coding and titling.</p> <p><b>Access and equity</b></p> <p>There is nothing to suggest that the developer has not met their obligations under anti-discrimination and associated standards and regulations. A section on access and equity is included in the implementation guide, including advice on reasonable adjustment.</p> <p><b>Foundation Skills</b></p> <p>Foundation skills are indicated to be explicit in the performance criteria of each unit.</p> <p><b>Units of competency – coding and titling</b></p> <p>Coding has been updated meeting the Training Package Products Policy. Titles remain the same and it would not make sense to change them. This issue has been discussed amongst QA Panel members and the Department and thought to be reasonable that where titles are suitable that no changes need to be made.</p> <p><b>Units of competency imported from other Training Packages</b></p> <p>Units competency imported from other Training Packages comply with the Training Package Products Policy. It is noted that at the time of completing this review that some imported units have not yet been endorsed but the assumption is that they are expected to by the time this qualification is endorsed.</p> <p><b>Units of competency – mapping</b></p>



		<p>Unit of competency mapping is included in the Case for endorsement and in the Implementation Guide.</p> <p><b>Qualifications – Coding and Tiltting</b> Qualifications are coded and titled according to the Training Package Products Policy.</p> <p><b>Qualifications – entry requirements</b> No entry requirements exist.</p> <p><b>Qualifications – packaging rules</b> The packaging rules for the CPC30120 Certificate III in Shopfitting meet the packaging rules as per the Training Products Policy. It is noted that the editor has included a comment in her report that the structure of the qualification does not comply with the qualification template. I think this is a grey area as the prerequisite unit is listed as part of the core units and a generic statement including guidance for pre-requisite units is included. I am satisfied that requirements are met overall and are certainly clear enough to follow.</p> <p><b>Qualifications – pathways advice</b> Pathways information and advice is included in the Implementation Guide.</p> <p><b>Skill sets</b> Skills sets were not considered as part of the review.</p>
Standard 3 Training Package developers comply with the AISC <i>Training Package Development and Endorsement Process Policy</i>		The process of Training Package development and endorsement has been followed and the case for endorsement details a range of consultation strategies as noted previously.
Standard 4 Units of competency specify the standards of performance required in the workplace	Yes	<p>Units of competency were reviewed and a number of issues concerning standards of performance were raised. For example, inconsistencies between the application of the unit and the performance evidence and minor issue relating a lack of clarity in units.</p> <p>All units were reviewed and detailed comments provided within each unit.</p> <p>Artibus reviewed and updated all units based on the comments provided and this Panel member is now satisfied with the units and standards of performance.</p>
Standard 5 The structure of units of competency complies with the unit of competency template	Yes	The structure of units of competency complies with the unit of competency template.
Standard 6 Assessment requirements specify the evidence and required conditions for assessment	Yes	<p>Assessment requirements were reviewed and a number of issues were raised. application of the unit and the performance evidence and minor issue relating a lack of clarity in units.</p> <p>All units were reviewed and detailed comments provided within each unit.</p> <p>Artibus reviewed and updated all units based on the comments provided and this Panel member is</p>



		now satisfied with the units and standards of performance.
Standard 7 Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template	Yes	
Standard 8 Qualifications comply with the Australian Qualifications Framework specification for that qualification type	Yes	Qualifications comply with the AQF specification for the level with application descriptors clearly linking to AQF specifications. Suggest revisions were made regarding removing reference to candidates in the application, rather to focus on the work role.
Standard 9 The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template	Yes	
Standard 10 Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template	Yes	No credit arrangements exist currently. This is stated in the credit arrangements document.
Standard 11 A quality assured companion volume implementation guide produced by the Training Package developer is available at the time of endorsement and complies with the companion volume implementation guide template.	Yes	
Standard 12  Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.	Yes	



### Section 3 – Compliance with the training package quality principles

Note: *not all training package quality principles might be applicable to every training package or its components. Please provide a supporting statement/evidence of compliance or non-compliance against each principle.*

#### Quality principle 1. Reflect identified workforce outcomes

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance/non compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Driven by industry's needs	Yes	<p>Shopfitting is a highly specialised niche occupation in the construction industry.</p> <p>Key stakeholders were identified through a national stakeholder mapping and are as listed in the Case for Endorsement.</p> <p>The case for endorsement details a range of consultation strategies as noted previously.</p>
<p>Compliant and responds to government policy initiatives</p> <p>Training package component responds to the COAG Industry and Skills Council's (CISC) training package-related initiatives or directions, in particular the 2015 training package reforms. Please specify which of the following CISC reforms are relevant to the training product and identify supporting evidence:</p> <ul style="list-style-type: none"> <li>• ensure obsolete and superfluous qualifications are removed from the system</li> <li>• ensure that more information about industry's expectations of training delivery is available to training providers to improve their delivery and to consumers to enable</li> </ul>	Yes	<p>The Case for Endorsement provides a comprehensive and sound explanation of how reforms are met.</p>



<p>more informed course choices</p> <ul style="list-style-type: none"> <li>• ensure that the training system better supports individuals to move easily from one related occupation to another</li> <li>• improve the efficiency of the training system by creating units that can be owned and used by multiple industry sectors</li> <li>• foster greater recognition of skill sets</li> </ul>		
Reflect contemporary work organisation and job profiles incorporating a future orientation	Yes	The qualifications and units are clearly focused on this niche sector's needs and reflect current roles.

**Quality principle 2: Support portability of skills and competencies including reflecting licensing and regulatory requirements**

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support movement of skills within and across organisations and sectors	Yes	Albeit, given this is a very niche role.
Promote national and international portability	Yes	
Reflect regulatory requirements and licensing	Yes	



**Quality principle 3: Reflect national agreement about the core transferable skills and core job-specific skills required for job roles as identified by industry**

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Reflect national consensus	Yes	The consultation outlined in the Case for Endorsement shows all comments provided and overall support.
Recognise convergence and connectivity of skills	Yes	For example, some new units that could assist with pathways are now included.

**Quality principle 4: Be flexible to meet the diversity of individual and employer needs including the capacity to adapt to changing job roles and workplaces**

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Meet the diversity of individual and employer needs	Yes	See comments under national consensus.
Support equitable access and progression of learners	Yes	New units to assist with pathways.



**Quality principle 5: Facilitate recognition of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors**

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support learner transition between education sectors	Yes	Appropriate information is included in the case for endorsement.

**Quality principle 6: Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements**

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle  Please see examples of evidence in the <i>Training Package Development and Endorsement Process Policy</i>
Support implementation across a range of settings	Yes	Yes to the extent that it is a niche occupation.
Support sound assessment practice	Yes	
Support implementation	Yes	

**Declaration**

Artibus Innovation declares that the proposed components adhere to the requirements of the *Standards for Training Packages 2012*, the *Training Package Products Policy*, the *Training Package Development and Endorsement Process Policy* and the AQF.

The *CPC Construction, Plumbing and Services Training Package Version 7.0 Companion Volume Implementation Guide* can be located on the VETNet website at:

- <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099->



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- Artibus Innovation official website, through an external link: [www.artibus.com.au](http://www.artibus.com.au).



## Implementation of COAG Industry Skills Council reforms to training packages

The table below demonstrates the alignment of the shopfitting components of the CPC Construction, Plumbing and Services Training Package Release 7.0 with the COAG Industry Skills Council reforms to training packages:

Reform	Evidence of reform being addressed
Remove obsolete and superfluous qualifications from the system	Not applicable. No training package components were deleted as part of the review.
Include information about industry's expectations of training delivery	The proposed training package components have been developed to reflect the current needs of the industry. An updated <i>Companion Volume Implementation Guide</i> will be available on release on TGA to provide implementation advice to stakeholders.
Improve qualification design to enable individuals to upskill and move easily from one related occupation to another	The proposed qualification supports the existing CPC Training Package approach to support sequence learning and promotes occupational pathways from lower level qualification into trade-based qualification.
Improve the efficiency of the training system through the creation of units of competence that can be owned and used by multiple industry sectors	The updated units of competency can be used within the suite of CPC qualifications and can be used across other qualifications on the National Register (such as manufacturing).
Foster greater recognition of skill sets	Skill sets were not considered in this review .

### Evidence of completion of the training package development work

This Case for Endorsement will be put forward to the AISC June 2020 meeting.

### Evidence that training package components are prepared for publication

The proposed components meet the requirements of the *Standards for Training Packages 2012* and are currently in pre-publishing mode on the Training Package Content Management System (TPCMS) awaiting release on training.gov.au (TGA) once endorsed.

### Approximate publication timeframe

The proposed components will be ready for publication on endorsement and the official release of the AISC communiqué.



## Proposed training package components

### Qualification mapping

Qualification mapping information			
CPC Construction, Plumbing and Services Training Package Release 7.0	CPC Construction, Plumbing and Services Training Package Release 6.0	Comments	E/N
CPC30120 Certificate III in Shopfitting	CPC30116 Certificate III in Shopfitting	Supersedes and is equivalent to CPC30116 Certificate III in Shopfitting. Core and elective packaging arrangements changed. Core units increased from 11 to 12 with total number of units required for the qualification increased from 17 to 18.	E

### Units of competency mapping



Unit mapping information			
<b>CPC Construction, Plumbing and Services Training Package Release 7.0</b>	<b>CPC Construction, Plumbing and Services Training Package Release 6.0</b>	<b>Comments</b>	<b>E/N</b>
CPCSH3001 Fabricate shopfitting components using CNC machines	CPCCSH3001 Fabricate shopfitting components using CNC machines	Supersedes and is equivalent to CPCCSH3001 Fabricate shopfitting components using CNC machines. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSH3002 Fabricate and assemble shopfront structures	CPCCSH3002 Fabricate and assemble shopfront structures	Supersedes and is equivalent to CPCCSH3002 Fabricate and assemble shopfront structures. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSH3003 Assemble and install shopfront structures	CPCCSH3003 Assemble and install shopfront structures	Supersedes and is equivalent to CPCCSH3003 Assemble and install shopfront structures. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSH3004 Assemble internal shopfitting units and prepare for transport	CPCCSH3004 Assemble internal shopfitting units and prepare for transport	Supersedes and is equivalent to CPCCSH3004 Assemble internal shopfitting units and prepare for transport. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSH3005 Apply and trim decorative additions to shopfittings and components	CPCCSH3005 Apply and trim decorative additions to shopfittings and components	Supersedes and is equivalent to CPCCSH3005 Apply and trim decorative additions to shopfittings and components. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSH3006 Prepare shopfittings and surfaces and apply liquid finishes	CPCCSH3006 Prepare shopfittings and surfaces and apply liquid finishes	Supersedes and is equivalent to CPCCSH3006 Prepare shopfittings and surfaces and apply liquid finishes. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSH3007 Install prefabricated internal shopfitting units	CPCCSH3007 Install prefabricated internal shopfitting units	Supersedes and is equivalent to CPCCSH3007 Install prefabricated internal shopfitting units. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E



CPCSHP3008 Install internal shop walls and fixtures	CPCCSH3008 Install internal shop walls and fixtures	Supersedes and is equivalent to CPCCSH3008 Install internal shop walls and fixtures. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSHP3009 Demolish shopfronts and bulkheads	CPCCSH3009 Demolish shopfronts and bulkheads	Supersedes and is equivalent to CPCCSH3009 Demolish shopfronts and bulkheads. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E
CPCSHP3010 Prepare shop floors for new coverings	CPCCSH3010 Prepare shop floors for new coverings	Supersedes and is equivalent to CPCCSH3010 Prepare shop floors for new coverings. Code changed. Edited for clarity and updated to reflect current industry practice, tools and equipment.	E

### Imported units of competency

Unit	Parent Training Package
MSFFM3009 Produce manual and computer-aided production drawings	MSF Furnishing Training Package
MSFFM3011 Measure and draw site layout for manufactured furniture products	MSF Furnishing Training Package
MSFFM3019 Set up, operate and maintain automated edge banding machines	MSF Furnishing Training Package
MSFFM3020 Fabricate synthetic solid surface products	MSF Furnishing Training Package
MSFGG3036 Install commercial glazing products	MSF Furnishing Training Package



## Appendix A: Industry stakeholders

Organisation
Australian Shop and Office Fitting Industry Association (ASOFIA)
HIA - Gold Coast
Master Builders QLD
QBCC
Retail Project Group
Altran Project Management P/L
Value Shopfitting & Cabinetmaking PL
Australasia Retail Projects
Constructive Innovations - Southport
Projects Queensland
Hallmarc National Projects-Ashmore
LSC Australia PL-Burleigh Heads
Coast2Coast Projects – Isle of Capri
Adcore Group PL-Helensvale
Onwards Concepts PL – Burleigh Heads
Retailone Shopfitting – Arundel
Zero 9 Constructions PL – Burleigh Heads
Alliance Retail – Labrador
Maintrade-Molendinar
Pauline Grant-Smith - Training Services Manager   Australian Trade Training College
Mark Lewis Carpentry and Furnishing   SkillsTech   TAFE Queensland
Thomas (Tom) Brown
Barrett Shopfitting   Andrew Barrett
Woodland Shopfitting
Value Shopfitting & Cabinetmaking PL
Gold Key Building Services
The Lindenal Group PL
Fields Glass and Glazing PL
Parker Shop Fitting and Maintenance
Fit Out PL
Kent Joinery PL
Urban Building PL
Flexi Display Systems
James Mansfield Contracting P/L
Alaxander Interiors
Stealth Interiors P L
Nidesh Group PL
AGC Interior
Deadline Shopfitters
In One Projects
C&C Shopfitters P L
Premier Displays P L
Icon Interiors
Moran Property Services PL
Advanced Shop & Office Fittings
Blackmore Furniture Concepts



<b>Organisation</b>
Commercial Interior Projects
Maneto PL
Office Fitout Group
Peninsular Design
EBN Office Fitouts
Dixon and Swanson   Chris Hookam
Fine Concepts   Damian Brand
Winkle Shopfitters
Doggett and Co Projects   Darren Doggett



## Appendix C: Industry feedback

Feedback / Comments made during consultation	Considerations of feedback	Outcome
<p>1. Qualification Structure:</p> <p>All the Cert II units have been removed from this qualification, the most significant 'Use hand and power tools.</p> <p>There are no units to gain competency in hand and power tools-learners are expected to undertake detail shopfitting work with no previous knowledge and skills in hand and power tools.</p> <p>We would strongly suggest that a core 'hand a power tool' unit should be considered, there is no Cert II (construction) entry requirement which means those doing the qualification may not have hand and power tool experience.</p> <p>I strongly believe that a Hand &amp; Power Tool unit needs to be added to the CORE unit selection in order for the apprentice to have the ability to complete most of the units of competency in the current CPC30116 course</p> <p>We import the 'hand and power tools' unit which has a WHS prerequisite and meets the packaging rules. The WHS units leads into the core <i>CPCCWS3001 Identify construction work hazards and select risk control strategies</i>.</p>	<p>There is strong support for including 'hand and power tools' in the qualification.</p> <p>Both hand and power tool units in the CPC Construction, Plumbing and Services Training Package have CPCCOHS2001A as a pre-requisite (superseded by <i>CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry</i>).</p>	<p>Appropriate unit included in the core.</p>
Units of Competency		
<p>1. Several employers and educators mentioned that CNC skills and knowledge is lacking.</p> <p>Proposed: <i>CPCCSH3001 Fabricate shopfitting components using CNC machines</i>:</p> <ul style="list-style-type: none"> <li>Change focus of this unit to 'programming or preparing CNC machines for use' with appropriate title.</li> <li>transfer fabricate components to <i>CPCCSF3001 Fabricate</i></li> </ul>	<p>Transferring fabricating to CPCCSH3004 would make it a bulky unit and had little support.</p>	<p>Knowledge evidence has been revised to reflect feedback.</p>



Feedback / Comments made during consultation	Considerations of feedback	Outcome
<p><i>shopfitting components using CNC machines / rewrite PC and PE to align with CNC skills</i></p> <ul style="list-style-type: none"> <li>possibility that this could be a pre-requisite to CPCCSF3004 as they are both core units they will not impact on the outcome</li> </ul>		
<p><i>CPCCSF3002 Fabricate and assemble shopfront structures:</i></p> <ul style="list-style-type: none"> <li>move PC1.8 to PC2.8 for correct sequencing and adjust other PC numbering</li> <li>clarify PC3.6 to 'Cut and fix straight and curved section of glass'</li> <li>PE – increase size to 3.0 m high x 3.6 m wide</li> <li>PE - last dot point 'comprise of one special finish' remove into KE with more detail.</li> </ul>	Minor changes	Unit has been revised to reflect feedback.
<p><i>CPCCSF3003 Assemble and install shopfront structures:</i></p> <ul style="list-style-type: none"> <li>PE - increase size to 3.0 m high x 3.6 m wide</li> <li>PE – remove hinge door (already in CPCCSF3008) and replace with 'opening for a roller, pivot or concertina door opening'</li> <li>PE – remove statement relating to 'while shop is operational' (WHS issues) and add and clarify in KE</li> </ul>	Minor changes	Unit has been revised to reflect feedback.
<p><i>CPCCSF3004 Assemble internal shopfitting units and prepare for transport:</i></p> <p>Suggested to include 'fabricate' into the title if CPCCSF3001 was to change</p> <ul style="list-style-type: none"> <li>PE – remove stone or acrylic surface from third dot point</li> </ul>	Minor changes if CPCCSF3001 remains as recommended	Unit has been revised to reflect feedback.
<p><i>CPCCSF3005 Apply and trim decorative additions to shopfittings and components:</i></p>	Majority supported that the unit remain as the decorative additions, stated in the PE, is applied after wall is erected.	Unit has been revised to reflect feedback.



Feedback / Comments made during consultation	Considerations of feedback	Outcome
<ul style="list-style-type: none"> <li>'decorate additions' is not a task/skill performed independently and should be merged into appropriate units</li> <li>PE: does the frame need to be around a mirror (can the same skills be demonstrated without the mirror)?</li> </ul>	Mirror to stay as it is in the current unit.	
<p><i>CPCCSF3006 Prepare shopfittings and surfaces and apply liquid finishes:</i></p> <ul style="list-style-type: none"> <li>PE clarification of volume, is it two square metres for each surface?</li> <li>need to include metal and concrete surfaces and roller finish</li> </ul>	Minor changes	Unit has been revised to reflect feedback.
<p><i>CPCCSF3007 Install prefabricated internal shopfitting units:</i></p> <ul style="list-style-type: none"> <li>reword PC2.2, 2.3 to sequence process</li> <li>include 'fit built in units' to include fitting and scribing skills in both PC or PE</li> </ul>	Minor changes	Unit has been revised to reflect feedback.
<p><i>CPCCSF3008 Install internal shop walls and fixtures:</i></p> <ul style="list-style-type: none"> <li>add fixing, bracing and strengthening skills to PC/PE</li> <li>PE: remove 'proprietary' (too broad) and move to KE</li> <li>remove proprietary partitions (too broad) and include in KE</li> <li>remove glass already in CPCCSF3002</li> </ul>	Minor changes	Unit has been revised to reflect feedback.
<p><i>CPCCSF3009 Demolish shopfronts and bulkheads:</i></p> <ul style="list-style-type: none"> <li>suggestion to move from elective to core</li> <li>Remove or clarify 'carry out demolition work to maintain shop business operations' (WHS issue).</li> </ul>	Supported to leave as elective. Majority of employers select this unit and RTOs recommend its selection.	Unit left as an elective.
<p><i>CPCCSF3010 Prepare shop floors for coverings:</i></p> <p>This unit is detailed and appears to be suited to other trades (tilers, carpet layers, concrete finishes)</p>	Majority of employers do not prepare floors for covering so do not select this unit.	Unit has been revised to reflect feedback.



Validation Feedback / Comments	Actions
<p>Qualification Structure:</p> <p>1. RTO, NSW Received 21 February 2020 via email: I strongly support the addition of CPCCCA2002 Use carpentry tools and equipment to the training package. Firmly believe that it should be a core unit, rather than elective. This will only bring the number of core units to 12 (or 13 if the WHS unit is included) and the total units to 18 (or 19 if the WHS unit must be included), which is not unreasonable. I don't think the training package can afford to effectively lose two electives in order to run what is an essential basic trade skills unit. The addition of CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry should not be necessary as the shopfitters already have a higher level WHS unit (CPCCWHS3001 - Identify construction work hazards and select risk control strategies) as core. As mentioned previously, I would actually like to see the generic cert 1 &amp; 2 units reinstated to align with the new Joinery and Carpentry qualifications. This would allow greater flexibility for early stage apprentices, who tend to change trades frequently and also participants with a Cert2 Construction Pathways qualification. CPC30116 was a bit of an experiment by CIPSIC and to my knowledge is the only certificate III trade qualification comprising of only certificate 3 level units. On 23 Feb 2020 additional feedback received and responded to: Artibus response in red: The problem as I see it, is that it still limits unit selection as we will need to drop 2 other electives in order to use it. Can the packaging rules be amended to allow 8 electives instead of 6? In response to your first question, yes, the packaging rules can be changed, and they must result in a qualification that includes a range of relevant competencies that industry agrees are sufficient to address a broad range of shopfitting jobs. Alternatively, can the packaging rules for CPCCCA2002 be modified slightly to include either the cert2 or cert3 WHS unit as a prerequisite? A named prerequisite for a unit of competency cannot be changed or altered. Adding CPCCWHS1001 seems pointless as learners will still need to pay for a Safe Work NSW endorsed course in order to receive a White Card. Most courses already include the cert2 level unit already. I agree, but this is a directive or the IRC and Artibus have included this unit as a core in all construction qualification.</p>	<p>Artibus Innovation has considered stakeholder feedback and comments to review and update the structure of the qualification. A revised qualification structure was proposed to address concerns raised in validation and communicated to stakeholders for further comment/support.</p> <p>The proposed qualification:</p> <ul style="list-style-type: none"> <li>maintained the same packaging rules - 18 units of competency (12 core   6 electives)</li> <li>included CPCCCA2002B as a core unit</li> <li>included CPCCWHS2001 as a core as it is a pre-requisite to CPCCCA2002B</li> <li>deleted CPCCWHS1001 from core (a directive of the AISC)</li> <li>moved CPCCWHS3001 from core to Elective Group B</li> <li>included MSFFM3019 Set up, operate and maintain automated edge banding machines in Elective Group A</li> </ul> <p>Therefore, the updated structure:</p> <ul style="list-style-type: none"> <li>includes a hand and power tool unit as a core, which was strongly supported by a majority of stakeholders</li> <li>results in one WHS in the bank of core units - CPCCWHS2001 addresses the skills and knowledge required for a shopfitting workplace, whereas CPCCWHS3001 Identify construction hazards and select risk control measures, when unpacked, focuses on high risk work</li> <li>allows for the choice of two imported units</li> </ul> <p>Stakeholders confirmed that the changes made</p>



<p>These seemingly minor changes have a significant impact on our ability to deliver quality, relevant and meaningful education that meets the needs of our employers and apprentices. May I suggest that you suggest a structure for the qualification with a rationale and submit it to Artibus or send it to me.</p> <p>Please get your staff and employers to visit <a href="https://www.artibus.com.au/national-projects/">https://www.artibus.com.au/national-projects/</a> and leave feedback in the survey. The validation period has been extended to Friday 6 March.</p> <p>On 11 March 2020 further communication received:</p> <p>Attached are a couple of options for a proposed structure as requested.</p> <p>As suggested, a slight change of wording to the Pre-Requisites information in the CPCCCA2002 unit will avoid the silly situation where Shopfitting students engaged in this unit will be required to complete three separate WHS units.</p> <p>Application of the Unit</p> <p>This unit of competency supports achievement of skill in identification, correct and safe use and maintenance of hand and power tools commonly used in the construction industry.</p> <p>Pre-Requisites</p> <p>Learners must complete one of the following pre-requisite units:</p> <p>CPCCOHC2001A Apply OHS requirements, policies and procedures in the construction industry</p> <p>CPCCWHS3001 Identify construction work hazards and select risk control strategies</p>	<p>addressed their concerns and communicated their support.</p>
<p>2. RTO, QLD Received through online validation feedback 27 February 2020:</p> <p>Units are of a high standard and very detailed. However, during the project there was little discussion on packaging rules and elective restrictions. The feedback of requiring a unit specific to tools is quite relevant and supported by industry. I also believe the unit offered CPCCCA2002 Use Carpentry tools and equipment is a good unit suitable for a Shopfitting outcome. However, the fact that it carries a pre requisite of CPCCWHS2001 takes away any other option of imported electives AND would leave the student completing 3 health and safety units and also having safety embedded in every unit</p> <p>I think there needs to be a review of the requirement of the pre requisite for CPCCCA2002. I also believe that there should be consolidation of the available electives and thought given if they can be included into group A. so as to free up the option of 2 imported units.</p> <p>CPCCSH3009 should be moved into the Core list of subjects. As always consideration given to the fact that if the candidate exercises their power to choose their own elective pathway, will the overall outcome be modified to the extent that industry cannot rely on the quality of the certificate.</p>	



<p>MSFFM3019 Set up operate and Maintain automated edge banding machines should be included as a Group A elective, OR incorporated into current Units. Again, this was discussed but not done as there was scope to import 2 electives which is now limited with the group B options available.</p> <p>There are other units of competency that weren't reviewed this time that could have been. They are also being used within the Joinery training package. My feeling is that these 2 packages should have been reviewed concurrently not separately. Disappointed that after emailing specifically re Joinery package working groups and signing on to the newsletter there has been no further contact from ARTIBUS on the project. Contact on the Shopfitting working group was better once we finally got onto the right person. Timeline is ridiculous for appropriate engagement from industry.</p>	
<p>3. RTO, QLD Received via online survey: There is potential for students to miss out on essential training in shopfitting specific equipment depending on previous qualifications obtained by the student. The previous completion of CPC10111 would mean the options to include units such as MSFFM3019 Set up operate and maintain automated edge banding machines.</p>	<p>Imported unit MSFFM3019 has been included in Group A electives for selection as required. Certificate I in Construction could be a potential industry pathway for a shopfitter, but does not duplicate skills.</p>
<p>4. Industry, QLD Received via online survey Shopfitting is a unique trade that comprises four trades extents into one, machining, assembly, construction and installation.</p>	<p>Insufficient information to identify specific feedback.</p>
<p>Units of Competency</p>	
<p>RTO, VIC Received 25 February 2020 via email: The unit CPCCCA2001 (sic) Use carpentry tools and equipment has not been endorsed and therefore should not be included until such time as the AISC has endorsed it. CPCCSH3003 Assemble and install shopfront structures (CORE)- Contexts of assessment unclear. Assessment in workplace or simulated environment not addressed. Workplace is implied within the assessment conditions. Consider inclusion of simulated environment.</p> <p>Performance evidence more rigorous and increased in number, with conditions. Roof height is specified as (min) 3 meters, this is not specified in the current unit. Is this necessary, may restrict legitimate workplace assessment opportunities. Suggest review.</p> <p>Note imported units from MSF Furnishing Training Package may be included in pending cases for endorsement. This should be checked to ensure unit currency for this qualification release.</p>	<p>Current unit code has been included in draft qualification. Will be updated as soon as 'use carpentry tools' and equipment' unit is endorsed.</p> <p>AI template includes wording in Assessment Conditions that <i>'unit must be assessed in the workplace or a close simulation using realistic workplace conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations'</i> and is therefore inclusive of simulated environment.</p> <p>Strengthening of the required volume and/or frequency (including dimensions, specifications etc) of Performance Evidence in all units of competency was supported by industry.</p>



	Current unit code has been included in draft qualification. Will be checked for currency of imported units prior to publication.
<p>RTO, VIC Received 25 February 2020 via email:</p> <p>CPCCSH3009 Demolish shopfronts and bulkheads:</p> <p>Application-first paragraph could include the words 'non load bearing' as it gives an impression of demolition, which is not qualified until paragraph's two and three. For consideration.</p> <p>Knowledge evidence-include 'undiscovered hazards' as used in performance criteria 3.1.</p> <p>Performance evidence-first bullet, height should be 3.6m for consistency with current unit. Also, it is inconsistent with second bullet point where the cabinet height is 3.6 m. Suggest review.</p>	<p>Has been considered and no change made – load-bearing is included the Application wording.</p> <p>Included.</p> <p>Performance evidence has been reviewed and change made to height specified.</p>



## Appendix D: Letters of support

ASOFIA Head Office

FW: ASOFIA CEO ALERT - Review of CPC30116 Certificate III in Shopfitting

Inbox - TS Artibus 21 February 2020 at 2:10 pm



Dear ASOFIA Shop & Office Fitting Members

Further to previous correspondence below; Artibus Innovation has released the Shopfitting qualification and units of competency for validation. They are seeking feedback by **28 February 2020**.

Visit this link to review and provide comments <https://www.artibus.com.au/national-projects/>

You can direct any queries to either Tim Ryall, TAFE QLD – Skills Tech Australia on 0422 335 886 / [tim.ryall@tafe.qld.edu.au](mailto:tim.ryall@tafe.qld.edu.au) or Tony Saad, Artibus Innovation on 0418 664 665 / [tonys@artibus.com.au](mailto:tonys@artibus.com.au)

We realise the timeframe is quite short, however, we thank you in anticipation of your support and assistance with this important training review.

Kind regards

Gerard

Gerard Ryan | CEO

ASOFIA National Office, PO Box 6347, Kincumber NSW 2251

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Tony Saad

CPC30120 Certificate III in Shopfitting - Validation

26 February 2020 at 12:31 pm

Details

TS

Bcc: Wayne.Saunders@tafesa.edu.au, michael@woodlandshopfitting.com.au, tim.tapping@paramountshopfitters.com.au, samuel@diverseshopfitters.com.au & 19 more

Dear stakeholder,

Artibus Innovation are seeking validation of the CPC30120 Certificate III in Shopfitting qualification and units of competency which are currently on our website and easily accessed until Friday 6 March 2020.

Please click on this link <https://www.artibus.com.au/national-projects/> to download the qualification and units of competency for review and provide validation feedback by completing the online survey.

Regards

Tony Saad  
Project Manager  
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Mobile: 0418 664 665

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**Bradley Schaffer** 

 Inbox - TS Artibus 27 March 2020 at 3:22 pm

BS

RE: Updated CPC30120 Certificate III in Shopfitting V2 Pdf

To: Tony Saad

Hi Tony

Thank you for the above updated.

I believe this update V2 is an improvement on the previous proposals and something I'm sure we can work with moving forward.

I'm just letting you know that I do support the above updated qualification, CPC30120, Cert III in Shopfitting pdf V2 and satisfied with the final structure and units of competency listed.

Thank you ones again for your ongoing support.

Regards,

Bradley Schaffer.

Teacher.  
Stairbuilding, Joinery & Shopfitting.  
FJM,  
Holmesglen Chadstone.  
(03) 9564 2615

holmesglen



## Appendix B: Enrolment and completion figures (2015-2018)

