A group of men wearing safety vests

Description automatically generated with medium confidence

**Structured Workplace Learning and Assessment**

Interview Questionnaire 1 of 3

Module 4: CPCCBC4002 Manage work health and safety in the building and construction workplace

CPC40120

**Certificate IV in Building and Construction (Building)**



**What is Structured Workplace Learning and Assessment?**

Swinburne Open Education offer students a unique opportunity to study in an online environment to develop their skills and knowledge in their chosen field, at a time and pace that suits them.

Many of our courses require practical skills application to achieve competency. Structured Workplace Learning and Assessment (SWLA) offers students in these courses the opportunity to seek out a workplace where they can apply their learning in practical ways in order to expand on and demonstrate their skills.

The following pack outlines what is involved in work placement for workplace supervisors and students.

This document is provided for the student’s information only so that students may prepare for the Final Interview. The student will answer the questions captured in the Final Interview with the Assessor directly at which time the Assessor will complete this form on their behalf.

The student does not need to submit this document as part of their performance evidence.

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Forest scene outline Please consider the environment before printing this document.

**Structured Workplace Learning and Assessment**

**Interview Questionnaire Block 1**

**CPC40120 Certificate IV in Building and Construction (Building)**

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# Interview Questionnaire

This interview questionnaire outlines the interview check-in process and information captured by the Assessor from the Student and the Workplace Supervisor. During the SWLA, the following Check-in Interviews will take place:

1. Introduction Interview
2. Check-in Interview
3. Final Interview

This document is completed by the Assessor on behalf of the student and is used to record the Student’s and Supervisor’s Check-in Interviews which are provided here for transparency.

# Section A: Student Details

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Qualification Name |  |
| Home Telephone |  |
| Mobile |  |
| Email |  |

# Section B: Assessor Details

|  |  |
| --- | --- |
| Name |  |
| Assessor Number/ID |  |
| Telephone |  |
| Email |  |

# Section C: Host Organisation Details

|  |  |
| --- | --- |
| **HOST ORGANISATION DETAILS** | |
| Business Name |  |
| Company ABN/ ACN |  |
| Street Address |  |
| Postal Address |  |
| Work Site Address |  |
| Phone Number |  |
| **SUPERVISOR DETAILS** | |
| Name |  |
| Position Title |  |
| Phone Number |  |
| Email |  |

# Section D: Units of Competency (UoC)

## The Course

The CPC40120 Certificate IV in Building and Construction (Building) course includes the following units of competency. SWLA modules are flagged in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MODULE** | **UNIT CODE** | **UNIT TITLE** | **LEARNING** | **ASSESSMENT** | **TOTAL SWLA HOURS** |
| 1 | N/A | Introduction and UP Building and Construction - Case study |  |  |  |
| 2 | CPCCBC4007 | Plan building and construction work |  |  |  |
| 3 | CPCCBC4003 | Select, prepare and administer a construction contract |  |  |  |
| 4 | CPCCBC4002\* | Manage work health and safety in the building and construction workplace | 8.75 | 3.75 | 12.5 |
| 5 | CPCCBC4009 | Apply legal requirements to building and construction projects |  |  |  |
| 6 | CPCCBC4001 | Apply building codes and standards to the construction process for Class 1 and 10 buildings |  |  |  |
| 7 | CPCCBC4053 | Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings |  |  |  |
| 8 | CPCCBC4012 | Read and interpret plans and specifications |  |  |  |
| 9 | CPCCBC4010 | Apply structural principles to residential and commercial constructions |  |  |  |
| 10 | CPCCBC4014 | Prepare simple building sketches and drawings |  |  |  |
| 11 | CPCCBC4018\* | Apply site surveys and set-out procedures to building and construction projects | 21 | 9 | 30 |
| 12 | CPCSUS4002 | Use building science principles to construct energy efficient buildings |  |  |  |
| 13 | CPCCBC4004 | Identify and produce estimated costs for building and construction projects |  |  |  |
| 14 | CPCCBC4005 | Produce labour and material schedules for ordering |  |  |  |
| 15 | CPCCBC5019 | Manage building and construction business finances |  |  |  |
| 16 | CPCCBC4008\* | Supervise site communication and administration processes for building and construction projects | 10.5 | 4.5 | 15 |
| 17 | BSBPMG422 | Apply project quality management techniques |  |  |  |
| 18 | BSBLDR413\* | Lead effective workplace relationships | 5.25 | 2.25 | 7.5 |
| 19 | CPCCBC4006\* | Select, procure and store construction materials for building and construction projects | 10.5 | 4.5 | 15 |
| 20 | CPCCBC4021 | Minimise waste on the building and construction site |  |  |  |

The Work Placement commitment is 80 hours in total and is aligned to five (5) units within the course. Work Placement is split into three (3) blocks as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **SWLA BLOCK** | **MODULE** | **UNIT CODE** | **UNIT TITLE** |
| **Block 1** | 4 | CPCCBC4002 | Manage work health and safety in the building and construction workplace |
| **Block 2** | 11 | CPCCBC4018 | Apply site surveys and set-out procedures to building and construction projects |
| **Block 3** | 16 | CPCCBC4008 | Supervise site communication and administration processes for building and construction projects |
| 18 | BSBLDR413 | Lead effective workplace relationships |
| 19 | CPCCBC4006 | Select, procure and store construction materials for building and construction projects |

# Section E: Introduction Interview Session

The first interview session is conducted prior to the Student entering the work placement. This is an open conversation that will address the following topics:

* How the SWLA process will work
* The role of all parties, including:
  + The Assessor
  + The Student
  + The Workplace Supervisor
* The check in process and schedule with the Assessor
* Where to go if Students or Workplace Supervisors have any questions
* Confirmation of the scheduled Check-in Interview

## Introduction Interview (to be completed by the Assessor)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE STUDENT** | | | | |
| Student Name: |  | | Date: |  |
| Assessor Name: |  | | Method of communication: |  |
| Introduction Interview Notes: | | | | |
|  | | | | |
| Check-in Interview Scheduled | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE WORKPLACE SUPERVISOR** | | | | |
| Workplace Supervisor Name: |  | | Date: |  |
| Assessor Name: |  | | Method of communication: |  |
| Introduction Interview Notes: | | | | |
|  | | | | |
| Check-in Interview Scheduled | |  | | |

# Section F: Check-in Interview Session

The second interview session is conducted once the student is settled in and completing their SWLA process. This is an open conversation that will address the following topics:

* How the SWLA process is working for all parties
* If any of the parties have any questions or concerns
* Confirmation of the schedule for completion of the SWLA
* Confirmation of the scheduled Final Interview

## Check-in Interview (to be completed by the Assessor)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE STUDENT** | | | | |
| Student Name: |  | | Date: |  |
| Assessor Name: |  | | Method of communication: |  |
| Check-in Interview Notes: | | | | |
|  | | | | |
| Final Interview Scheduled | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE WORKPLACE SUPERVISOR** | | | | |
| Workplace Supervisor Name: |  | | Date: |  |
| Assessor Name: |  | | Method of communication: |  |
| Check-in Interview Notes: | | | | |
|  | | | | |
| Final Interview Scheduled | |  | | |

# Section G: Final Interview Session

The final interview session is conducted once the student has completed their SWLA and all associated assessment documents (i.e. SWLA Portfolio). This is a mix of an open conversation and specific questions that will confirm the student experience. One final interview session will be conducted with the Student, and one with the Workplace Supervisor.

The Final Interview Questions are outlined below, and it is recommended that the Student and the Workplace Supervisor review these questions prior to the session so that they may consider their answers.

## Final Interview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE STUDENT** | | | | |
| Student Name: |  | | Date: |  |
| Assessor Name: |  | | Method of communication: |  |
| Final Interview Notes: | | | | |
|  | | | | |
| **MODULE 4: CPCCBC4002 - Manage work health and safety in the building and construction workplace** | | | | |
| 1. Did you review workplace safety policies and procedures to familiarize yourself with workplace safety and reporting requirements? Give an example of these requirements. | |  | | |
| 1. How did you implement safe work practices as per organisational policies and procedures, relevant to:  * personal protective equipment? * emergency, first aid and evacuation procedures? * waste management and environmental practices? | |  | | |
| 1. Describe an educational program that you undertook at the worksite, including an induction. | |  | | |
| 1. Describe how you consulted with workers and health and safety representatives regarding WHS matters to evaluate the effectiveness of existing control measures. | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **THE WORKPLACE SUPERVISOR** | | | |
| Where the **Workplace Supervisor has completed the Third-Party Report**, you only need to confirm that they completed it and it was a true and accurate account of the student’s experience in the workplace.  Where the **Workplace Supervisor has NOT completed the Third-Party Report**, the final interview needs to capture their confirmation that all elements listed on the Third-Party Report have been observed by the Workplace Supervisor during the Structured Workplace Learning and Assessment (SWLA) process.  Assessor to paste a copy of the completed Third-Party Report below once confirmed with the Workplace Supervisor. | | | |
| Workplace Supervisor Name: |  | Date: |  |
| Assessor Name: |  | Method of communication: |  |
| Check-in Interview Notes: | | | |
|  | | | |