



NATIONALLY RECOGNISED  
TRAINING

CPCCLSF2001

# LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING BASIC LEVEL

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# About this Course

Successful completion of this course including meeting the requirements of the unit of Competency and making an application to Your Relevant State Regulator (SafeWork NSW, WorkSafe QLD, WorkSafe VIC or WorkSafe WA) results in a Nationally Recognised High Risk Work licence (SB).

This course is consisting of scaffolding work connected with the operation or use of modular or pre-fabricated scaffolds, cantilevered materials hoists with a maximum working load of 500kg, ropes and gin wheels, safety nets and static lines, and bracket scaffolds (tank and formwork) for licensing purposes.

This course covers the scope of work to plan the job, select and inspect equipment, set up task, erect scaffold and scaffold equipment and dismantle scaffold and scaffold equipment.

On successful completion of this course you will be issued with a Statement of Attainment for the following Unit of Competency;

## **CPCCLSF2001A Licence to erect, alter and dismantle scaffolding basic level**

You will also be issued with a Notice of Satisfactory Assessment (NSA); this is an interim licence issued by the Your Relevant State Regulator's Assessor (SafeWork NSW, WorkSafe QLD, WorkSafe VIC or WorkSafe WA) when you pass your assessment. This training and assessment is conducted in line with requirements set out in the Conditions for Conducting HRW Licence Assessments in NSW, QLD, VIC and WA under the Commonwealth Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 and relevant applicable acts in each state.



## **COURSE INFORMATION**

This course is designed for new entrants, it is also recommended for all levels of experience (will help to refresh your skills and knowledge). You will only be admitted into this Course if you meet the following pre-requisites:

- Are at least 18 years of age
- You can use English at a level that enables the safe performance of high risk work

You will receive instructions on how to access your online material within your booking confirmation email. You will be required to successfully complete the short online quiz before attending your course. Please make sure to read your learning material before attempting the quiz.

You will also have to complete a Language Literacy and Numeracy Assessment on arrival to the training centre. This will assist your trainer to determine if any reasonable adjustments are required to your training methods.

# What is involved in getting a licence?

- 1 Book your course online or by calling us on  
NSW (02) 8292 0111 - QLD (07) 2101 2499 - WA (08) 9344 1704 - VIC (03) 9125 1998
- 2 Study the pre-course materials, in preparation to attending your training facility (100% pass grade required)
- 3 Attend for your training days (as per your booking). Standard course requires four days of attendance to our custom designed training facility.
- 4 Once you have met the requirements of this course (including practice tests) you will then be booked in to undertake your Relevant State Regulator Assessment (SafeWork NSW, WorkSafe QLD, WorkSafe VIC or WorkSafe WA) at our site. This assessment takes up to a full day depending on numbers. In NSW waiting times for assessment could be up to 14 days. This will allow you to study for your assessment.  
  
If you are in NSW, you must ensure you have an active Service NSW account and have applied and received your Assessment Enrolment Number (AEN), prior to attending your assessment.
- 5 Once you have passed your Relevant State Regulator Assessment you will then be issued with a Notice of Satisfactory Assessment. This document allows you to now erect, alter or dismantle a temporary structure within the scope of a intermediate scaffolder!
- 6 Apply for your HRW Licence within 60 days of successfully completing the assessments.
  - NSW - Apply to Service NSW for your National High Risk Work Licence (LF Class) within 60 days at a Service NSW Centre
  - QLD - Complete the online application and pay a fee via the WorkSafe QLD portal
  - WA - Complete the online application and pay a fee at the WorkSafe WA portal
  - VIC - Complete the online application and pay a fee at the WorkSafe VIC portal
- 7 You will receive your photo licence in the mail directly from your Relevant State Regulator (WA, QLD, VIC only).

Please note: Most people will not have any additional fees. As with all courses, there are terms and conditions covering additional training, re-assessment, and cancellations / rescheduling. Please refer to these on our website.

# What is covered in the course?

## YOU WILL GAIN THE FOLLOWING KNOWLEDGE:

- Use of appropriate mathematical procedures for estimation and measurement of loads
- Commonwealth, state or territory OHS legislation and local government regulations, including standards and codes of practice relevant to the full range of techniques for undertaking basic scaffolding activities
- Knowledge of principles relating to plant and equipment stability
- Knowledge of types of scaffolding and their application
- Knowledge of scaffolding erection and dismantling techniques
- Knowledge of types of hoists, plant and equipment associated with basic scaffolding and their use/s
- Risk assessment and control, including understanding of the hierarchy of control
- Estimation of bearing pressures of the full range of soil types and associated ground conditions for setting up plant and equipment
- Load capabilities of different types of scaffolding constructions
- Understanding and application of organisational and workplace standards, requirements, policies and procedures for scaffolding
- Safety equipment applicable to scaffolding
- Understanding and application of the inspection and maintenance requirements for basic scaffold, associated equipment and scaffold equipment
- Uses and limitations of tools and equipment, appropriate to scaffolding tasks and activities.

## YOU WILL BE ABLE TO DEMONSTRATE THE FOLLOWING PERFORMANCE:

- Ability to calculate Safe Working Load (SWL) and Working Load Limit (WLL)
- Ability to erect scaffold within the scope of the basic scaffolder
- Ability to erect, level, plumb and stabilise cantilever hoists and scaffolds
- Ability to interpret manufacturer's specifications for plant and equipment
- Ability to work safely at heights
- Ability to set up fall arrest systems, including safety nets
- Ability to work safely in confined spaces
- Accurate interpretation of basic structural charts and structural plans
- Applying methods for making temporary connection using fibre ropes
- Correct application of all scaffolding equipment
- Methods for making temporary connection of guy ropes and static lines using Flexible Steel Wire Rope (FSWR)
- Verify problems and equipment faults and demonstrate appropriate response.



## OUTCOME

On successful completion of this course, you will be issued with a Statement of Attainment for the following Unit of Competency;



**CPCCLSF4001 Licence to erect, alter and dismantle scaffolding  
advanced level**

## Best Practice

It is recommended that Verification of Competency (VOC) assessments for High-Risk Work Licences (HRLW) be carried out every 12 to 24 months. Although HRLWs are generally valid for five years, more frequent VOC assessments or refresher training may be advised or required to maintain ongoing competency and compliance with safety standards.

Industry standards and workplace policies may require more frequent VOC assessments or refresher training to ensure workers maintain competency in their roles. This also helps keep workers informed about the latest safety procedures, equipment usage, and regulatory updates.

### Pre-requisite

- Hold a current relevant HRLW Class
- Some Pre-Course Work may be required

### Duration

Up to 4 Hours

### Delivery Mode

Face to Face (Onsite and Workplace Delivery Options Available)

## OUTCOME

On successful completion of this course, you will be issued with a **Verification of Competency Certificate**.

# Other important information

## WHO CAN DO THIS COURSE?

To participate in this course;

- You must be at least 17 years of age to commence the course;
- State Regulator assessment (test) requires that you are 18 years of age;
- State Regulator assessment (test) requires that you have met all training and assessment requirements
- Have correct ID – Refer to Evidence of Identity Information Sheet for Participants of HRW Licence Assessment for your state located on the website.

## WHAT DO I NEED TO BRING?

- Your pre-course resources + pre-course quiz result.
- Wear long pants and a long sleeve shirt and closed shoes (preferable hard caps)

## ENROLMENT

Enrolling into this course requires that you complete our enrolment form and provide sufficient 100 points of identification as required by your state regulator. Once you have enrolled, then you will receive access to your online portal.

## ADDITIONAL TRAINING & REFRESHER

Additional training is available at a rate of \$100 per half hour. For refresher training, contact us.

## ASSESSMENT ONLY

If you have completed and attained a Statement of Attainment from an RTO and are eligible to be assessed or reassessed (reassessment fees will apply. Please contact us for requirements).

If you are in **NSW**:

On your scheduled assessment day, you must bring with you ONE form of Photo ID (must be the same ID used for your Service NSW account setup) and your Assessment enrolment letter sent to you from SafeWork NSW (you will apply for your AEN via your Service NSW account). Failure to provide the above mentioned will result in a reschedule of your assessment (fees and charges apply, please refer to our website for the current Terms & Conditions).

## COMPLAINTS AND APPEALS

If you disagree with the outcome of your assessment, or are not satisfied with the services of the RTO has a fair and transparent complaints and appeals procedure summarised at the end of this course brochure.

## LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

This course is delivered in English. To be able to successfully complete our training programs, participants must be able to read and write English to a sufficient standard to work with the supplied texts. You may also be requested to undertake a Language, Literacy and Numeracy assessment.

## RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

## ACCESS AND EQUITY

Just Careers Training abides by the principles of access and equity and offers this course to all applicants regardless of their gender, social, sexual preferences, and political and/or religious beliefs.

## FLEXIBILITY & REASONABLE ADJUSTMENT

In line with VET principles and as per the requirements set out in the relevant Training Package, there is scope for Reasonable Adjustment of the training and/or assessment requirements set out in this course.

Reasonable Adjustment in training may include the use of learning props and methodologies better suited to the individual's needs, as long as the adjustment in training method is still in line with regulator requirements. Examples of this include the use of videos and presentations, one on one training methods (for parts of the training not requiring work with other individuals) and extended training plans that exceed the standard course duration and format.

Reasonable Adjustment in assessment may include adjusting the assessment methodologies or the tools in order to cater for the needs of the participant. This may include the use of Verbal Assessment in place or written assessments and other variations allowable by the course requirements. Minimum assessment requirements have been set out by in the National Training Package and these cannot be reduced.

## PARTICIPANT SUPPORT

You will be provided with sufficient support to ensure that you attain this unit. This support is limited to support offered throughout the duration of the course and the support that we can provide to you in relation to training and assessment. Support cannot change any of the course requirements. Where we cannot provide you with the support you require, we will provide you with information about where and how you can access any available services.

Your trainer will:

- Explain the course requirements, objectives and outcomes
- Present the required information in an easy to understand format

- Discuss the subject matter, answer your questions and demonstrate the skills required
- Assess you only once you feel (and he/she believes) you are ready for any final assessment
- Provide options for further training
- Provide you with options, where they exist and are allowable for reasonable adjustment to the training and/or assessment components of this course.

## FEES AND CHARGES

Refer to our website for current pricing and promotions.

## FURTHER INFORMATION

For further information, please contact us and speak to one of our friendly L4W customer service staff, visit our website or refer to your Student Handbook.

### Sydney

[www.licences4work.com.au](http://www.licences4work.com.au)  
(02) 8292 0111

### Newcastle

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)  
(02) 4954 4101

### Brisbane

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)  
(07) 2101 2499

### Perth

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)  
(08) 9344 1704

### Melbourne

[www.licences4workmelbourne.com.au](http://www.licences4workmelbourne.com.au)  
(03) 9125 1998