

## Video Guide

### CPC31920 – Certificate III in Joinery

#### Introduction

When you apply for a Skills Assessment as a Joiner, you **must** provide video evidence.

This Guide provides instructions about what types of skills to capture in your videos and how to record them.

#### Instructions

You must film and submit **three (3)** videos (up to five (5) minutes each) showing your skills as a Joiner.

The skills you show in your videos may include (but are not limited to):

- Preparing the work area, tools and equipment
- Manufacturing a window or door
- Installing a window or door
- Repairing existing structures
- Constructing a wall frame
- Cleaning up the work area.

**Note:** You can also film other tasks you perform in your day-to-day work as a Joiner.

In each video, you **must**:

- wear correct personal protective equipment (PPE)
- use any tools and equipment safely
- clearly show that it is you doing the work
- describe what you are doing.

To create the videos, we recommend you follow these steps.

#### Step 1: Preparation

1. Find a time and place to film the videos without disruption – you are strongly encouraged to film the videos in your workplace.
2. Organise the area and any equipment and resources you will need.

## Step 2: Filming

1. If you do not have another person to operate the camera, put your camera on a stable surface such as a table or a tripod. This will help keep your video steady.
2. Put the camera sideways (landscape mode) so it captures the entire work area where you will be performing the task. Remember, you will need to be clearly seen in the video as the person doing the work.
3. Do a 'trial check' to see if the video is being recorded correctly. To do this film 10– 20 seconds, then view the video and check it is in focus, the lighting is good, and your voice can clearly be heard.
4. If the trial is successful, film your complete video.
5. At the start of the video, clearly state the task you are going to perform.
6. While completing the task speak clearly and slowly describing what you're doing.

**IMPORTANT:** If there are any risks to health and safety, you must stop filming.

## Step 3: Save and upload

1. When you have finished filming, watch the video to make sure you have filmed everything you want.
2. Save and name the video files:
  - File size for each video must not exceed 500mb
  - Accepted video file formats include:
    - MP4 (.mp4)
    - M4V (.m4v)
    - OGV (.ogv)
    - WEBM (.webm)
  - Video files must be named using the following format: 'Surname\_First Name\_Video\_number'. For example: 'Smith\_Peter\_Video\_1'
3. Upload your videos via the VETASSESS online portal when submitting your application.

**Note:** Your assessor may request additional videos or photos if your videos do not provide evidence of you safely demonstrating your skills as a skilled tradesperson.