



**Master
Builders
Association**
New South Wales

CPC40110 Certificate IV in Building and Construction (Building)

IN CLASS TRAINING AND ASSESSMENT

—
C O U R S E B R O C H U R E

✓ NATIONALLY RECOGNISED TRAINING

✓ SMART AND SKILLED

✓ TRAINING AND ASSESSMENT



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CPC40110 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

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Master Builders Association of NSW (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meets nationally industry standards. Pathways to qualifications include full training and assessment, assessment towards Recognition of Prior Learning (RPL), gap training and Continuous Professional Development (CPD). Master Builders Education Centre in Baulkham Hills offers training facilities that meet industry specifications so that skills gained reflect building industry needs.

This course brochure will inform and guide you through Master Builders in class training and assessment program for *CPC40110 Certificate IV in Building and Construction (Building)*, from application through to certification.

If your application to enrol is successful, you will have the opportunity to participate in training and assessment towards this qualification.

OVERVIEW

The *CPC40110 Certificate IV in Building and Construction (Building)* in class training and assessment program is designed to enable potential builders and others in the industry to improve their business skills and technical knowledge so that they can successfully manage their building and construction business and projects.

Participants will be assessed against skills and knowledge that meet current industry requirements for the building sector.

ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- You have more than three (3) years' experience in the building and construction industry (experience must be within the last ten (10) years)
- You have a minimum of one (1) year supervisory experience in the building and construction industry
- You have a valid White Card (general construction induction card)
- You hold a current Contractor's Licence OR are able to provide the details of two (2) referees that have worked with you for 12 months or more and can confirm your work history / experience (Referees must be a current licenced builder, construction manager or site foreman)
- You are able to answer at least 65% of the technical industry questions correctly during your application process
- You are currently working on active construction projects

This program has been designed to meet part of the NSW Fair Trading criteria to apply for a Builder's Licence. NSW Fair Trading have specific criteria in addition to this qualification. Visit the NSW Fair Trading website for further information www.fairtrading.nsw.gov.au.

As this program is subsidised by NSW Government Smart and Skilled initiative, fees can only be confirmed once we have received your application. To be eligible, you must also meet the following Smart and Skilled eligibility criteria:

- You are at least 15 years old
- You live or work in NSW
- You are an Australian citizen or permanent resident or a humanitarian visa holder, or a New Zealand citizen
- You are no longer attending school

Participants will require sufficient language, literacy and numeracy skills to be able to engage in the assessment and to perform workplace tasks such as calculating materials, interpreting building plans and specifications and recording work outcomes. If you require assistance please contact us to discuss the options available to you.

PROGRAM DESCRIPTION

CPC40110 Certificate IV in Building and Construction (Building) requires assessment of units of competency that address the skills and knowledge of a builder in the construction industry.

Industry requires that assessment for all units of competency be undertaken in a real or very closely simulated workplace environment.

REQUIRED PARTICIPANT RESOURCES

You are required to bring:

- ID, including your Driver's Licence and Medicare Card
- A valid White Card

Master Builders will provide all course materials/tools to enable you to complete this program.



APPLICATION

- You complete and submit the online application form and answer questions about your previous work history and experience, provide two referees to confirm your work history and experience, as well as answer a series of technical industry based questions
- We will email you:
 - Participant Handbook
 - Course Brochure
- We review your application and determine if you are suitable
- We email you the outcome of your application
- If you are invited to enrol, you will receive this via email

ENROLMENT

- You complete and submit the online enrolment form
- You provide us with your USI number
- You upload certified copies of your identification
- You provide payment for the enrolment fee
- We will email confirmation of your enrolment, including your confirmed fees and class schedule

IN CLASS TRAINING AND ASSESSMENT

- You will be required to attend classroom training sessions according to the class schedule provided
- You will undertake and complete written and practical assessment tasks for each module in the program
- If assessed as competent in all units of competency, you will progress to the Master Builders certification process for CPC40110 Certificate IV in Building and Construction (Building)
- *Further training and assessments will be advised on an individual basis through a plan provided by your assessor if required and may require attendance at additional classroom training sessions*

CERTIFICATION

- The Master Builders RTO Quality team checks your assessments and evidence submitted through Panel Review processes
- If the Master Builders RTO Quality team is satisfied with your portfolio of evidence, you will be awarded the CPC40110 Certificate IV in Building and Construction (Building)
- If the Master Builders RTO Quality team is not satisfied with your portfolio of evidence and has determined that more evidence is required, you will be contacted by Master Builders to provide further evidence

PROGRAM STRUCTURE

The program is designed to be delivered in seven modules over 21 classroom days within a six (6) month period, with classes being held mostly on weekends. Participants are expected to keep pace with written assessments so that they can complete all written work within four weeks of the course finishing. This program is held at one or more of Master Builders' training centres across NSW.

The seven modules for this program are described below including the units of competency applicable to each module. These modules can be undertaken in any order, so you can start the program with any module. We do, however, recommend that you begin with Residential Site Safety, where possible. To achieve the *CPC40110 Certificate IV in Building and Construction (Building)*, you will need to successfully complete all seven modules.

You are required to attend all classes and complete all assessments within twelve (12) months of your first classroom date.

Module: Residential Site Safety

The Residential Site Safety module addresses the implementation and management of health and safety on building and construction sites, including compliance to legislative and regulatory requirements.

The unit of competency included in this module is:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCBC4002A	Manage occupational health & safety in the building and construction workplace	2 days	Core

Module: Plans, Specifications, Codes and Standards

The Plans, Specifications, Codes and Standards module aims to assist participants to understand and apply technical and legislative requirements in building and construction projects. This includes a comprehensive working knowledge of the National Construction Code (Building Code of Australia) and quality assurance procedures.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects	2 days	Core
CPCBC4012B	Read and interpret plans and specifications		Core
CPCBC4026A	Arrange building applications and approvals		Elective
CPCBC4009B	Apply legal requirements to building and construction projects		Core



Module: Contracts Administration and Management

The Contracts Management and Administration module addresses the terms and conditions, negotiation, preparation and monitoring of contracts for building and construction projects. This includes the administration of contractual obligations, including terms of payment.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCBC4003A	Select and prepare a construction contract	2 days	Core
CPCBC4007A	Plan building or construction work		Core
CPCBC4008B	Conduct on-site supervision of building and construction projects		Core
CPCBC4024A	Resolve business disputes		Elective

Module: Structures and Material Handling

The Structures and Material Handling module aims to ensure that participants gain a thorough working knowledge of the concepts relating to the behaviour of structures and materials commonly used in building and construction, as well as the underlying principles and terminology of structural engineering. This module also addresses the processes and procedures of materials ordering, receipt and storage on site.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCBC4006B	Select, procure and store construction materials for low rise projects	4 days	Core
CPCBC4010B	Apply structural principles to residential low rise constructions		Core
CPCBC4011B	Apply structural principles to commercial low rise constructions		Core

Module: Site Surveying and Setting Out

The Site Surveying and Setting Out module establishes a participant's skills and knowledge in the surveying of a building site for the planning of a construction project. The module also addresses the required and appropriate set out procedures for a site at the establishment stage.

The unit of competency included in this module is:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCBC4018A	Apply site surveys and set-out procedures to building and construction projects	3 days	Core

Module: Builders Quantities and Estimating

The Builders Quantities and Estimating module teaches and assesses the skills and knowledge of effectively and accurately calculating take off quantities, estimating construction project costs and producing a clear and detailed quotation for a client/s.

The units of competency included in this module are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCBC4004A	Identify and produce estimated costs for building and construction projects	4 days	Core
CPCBC4005A	Produce labour and material schedules for ordering		Core

Module: Financial Management

The Financial Management module addresses the planning and management of a building and construction business. This includes the development of business and financial plans, as well as the monitoring and review of the business' performance to these plans.

The unit of competency included in this module is:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
BSBSMB406A	Manage small business finances	4 days	Core

HOW WILL I BE ASSESSED?

Master Builders provides structured knowledge questions, written project based tasks and practical tasks to be performed.

At the end of the program, your trainer/assessor will provide you with a result with one of the following outcomes:

1. If you are assessed as competent in all units of competency, you will progress to the Master Builders certification process for the CPC40110 Certificate IV in Building and Construction (Building).
2. If you are assessed as 'not yet competent' in any of the units of competency, you will be provided with an individual plan for gap training and / or further assessment. In this plan, you will be advised what further action to take before you can proceed to be re-assessed.

KNOWLEDGE QUESTIONS

Knowledge questions consist of a bank of questions designed to be answered comprehensively.

You will be required to complete the questions during each module as specified in your Participant Assessment Tool and submit them to your assessor for review and assessment.

WRITTEN PROJECT BASED TASKS

The written project based tasks require you to develop construction project and business management documentation and resources. These tasks are based on project documents and related processes to be undertaken during the management of the construction of residential dwellings.

You will be required to complete these tasks during each module as specified in your Participant Assessment Tool and submit them to your assessor for review and assessment.

PRACTICAL OBSERVATIONS

Your assessor will explain each task as specified in your Participant Assessment Tool, and require you to demonstrate your performance of each task whilst they observe. While you are performing the task the assessor will make notes on your performance and will provide you with feedback and the result of their assessment.

TRAINING QUALITY AND CERTIFICATION

Master Builders is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality and delivery of training and assessment and will be the organisation issuing an AQF certificate or statement of attainment to participants.

FEES

This program may be subsidised by the NSW Government Smart and Skilled initiative. If you are eligible for the government subsidy, your student fee will be determined by NSW Government.

Smart and Skilled prices are subject to funding availability, fees and funding will be confirmed prior to enrolment.

A general guide to fees for this qualification pathway is as follows:

If you do not hold a previous qualification	from \$2,440.00*
If you do hold a previous qualification	from \$2,850.00*
If you are not eligible for NSW Government subsidies	\$3,950.00 (member rate) / \$4,250.00 (non-member rate)

**Student fees may decrease if you are awarded Recognition of Prior Learning in any unit/s of competency and are no longer required to undertake classroom or distance based training and assessment for these unit/s of competency.*

Payment of a \$1,000.00 enrolment fee is required upon enrolment, and remaining fees are due one month after program commencement. All participant fees are GST exempt.

Visit www.smartandskilled.nsw.gov.au to learn more about the Smart and Skilled program.

According to the Standards for RTOs 2015, at no stage will Master Builders charge more than \$1,500.00 in advance of services being provided.

APPLICATION PROCESS

Once you have read through this course brochure in detail and have established that you will be able to meet the entry requirements then you are ready to apply.

1. Read and understand the Course Brochure and Participant Handbook
2. Complete the online application form on the Master Builders website course page
- * Master Builders will verify your work history by contacting your referees
- * You will receive email advice regarding the outcome of your application
3. Review pre-enrolment documents, including fee structure, Participant Handbook and Scheduled Program
4. Gather certified copies of identification that can be uploaded online - Medicare Card, White Card, Drivers Licence
5. Obtain your USI (if you don't already have one)
6. Complete the online enrolment form and provide payment for the enrolment fee
7. Once your enrolment is confirmed, you will receive a confirmation email and details of your class schedule

OUR PARTNERS

Master Builders utilise the services of a third party in the advertisement and recruitment of participants into this program. Our partner is Trades Centre Australia. Contact details, Phone 02 8586 3559 and Email: skillassessment@mbansw.asn.au.

WHY MASTER BUILDERS?

- ✓ **Quality** - we care about our industry
- ✓ **Recognition** - we are respected by the industry
- ✓ **Affordability** - we offer cost-effective courses

FOR MORE INFORMATION

-  02 8586 3559
 -  skillassessment@mbansw.asn.au
 -  www.skillassessment.com.au
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