



**Master
Builders
Association**
New South Wales

CPC40110 Certificate IV in Building and Construction (Building)

ONSITE RECOGNITION OF PRIOR LEARNING (RPL)



C O U R S E B R O C H U R E

✓ **NATIONALLY RECOGNISED TRAINING**

✓ **SMART AND SKILLED**

✓ **RECOGNITION OF PRIOR LEARNING**



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CPC40110 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)

ONSITE RECOGNITION OF PRIOR LEARNING (RPL)

Master Builders Association of NSW (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meet endorsed 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 assessment pathway 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 assessment towards this qualification.

OVERVIEW

The *CPC40110 Certificate IV in Building and Construction (Building)* onsite RPL program is designed to enable potential builders and others in the industry to be formally recognised through Recognition of Prior Learning in their business and technical skills and knowledge.

The program covers the areas required for national accreditation of the qualification. Participants will be assessed against skills and knowledge that meet current industry requirements for the building sector.

WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

Recognition of Prior Learning (RPL) is an assessment pathway that has been designed to acknowledge your full range of skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal and informal study, work experience, employment and other life experiences. Master Builders is committed to helping you get your experience recognised, irrespective of where and how your learning has taken place, which means fast-tracking your qualification.

ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- You have more than five (5) 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 80% 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, 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 core units of competency that cover common skills for the construction industry, as well as a specialist field of work.

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 have:

- Photo ID (ie. drivers licence)
- A valid White Card
- Personal Protective Equipment (PPE) including steel cap work boots, hearing protection, eye protection and that all electrical tools and leads are tested and tagged

Master Builders requires that you have access to the following items to perform the assessment tasks on your worksite:

- Tools, materials and equipment required to complete construction project tasks
- Project plans and specifications



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 invitation 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 along with your Participant RPL Handbook, including your confirmed fees

RPL ASSESSMENTS

- You participate in structured assessment tasks for observation of your skills, and you are guided to compile a portfolio of evidence for assessment:
- If 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)
- *Gap training or further 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 or distance based learning*

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

RPL PROGRAM STRUCTURE

You will undertake assessment by participating in the RPL process, where your skills, knowledge and experience will be assessed by a Master Builders assessor. This will be done through knowledge questions, practical observations and a portfolio of evidence.

All practical assessments will be conducted at a worksite of your choice. Please note that approval for your assessor to come onsite by the site supervisor or builder is to be organised prior to the first visit and you will need to ensure that the required equipment for the practical tasks are available on the scheduled day for the practical assessment.

You will be required to complete this RPL program within a six (6) month period from the date of your enrolment being confirmed.

In order to successfully achieve the Certificate IV in Building and Construction, you must be assessed as competent in sixteen (16) units of competency, which consists of thirteen (13) core units and three (3) elective units.

The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY
CPCBC4002A	Manage occupational health & safety in the building and construction workplace
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects
CPCBC4012B	Read and interpret plans and specifications
CPCBC4009B	Apply legal requirements to building and construction projects
CPCBC4003A	Select and prepare a construction contract
CPCBC4007A	Plan building or construction work
CPCBC4008B	Conduct on-site supervision of building and construction projects
CPCBC4006B	Select, procure and store construction materials for low rise projects
CPCBC4010B	Apply structural principles to residential low rise constructions
CPCBC4011B	Apply structural principles to commercial low rise constructions
CPCBC4004A	Identify and produce estimated costs for building and construction projects
CPCBC4005A	Produce labour and material schedules for ordering
BSBSMB406A	Manage small business finances
CPCBC4026A	Arrange building applications and approvals
CPCBC4024A	Resolve business disputes
CPCBC4018A	Apply site surveys and set-out procedures to building and construction projects

HOW WILL I BE ASSESSED?

Master Builders provides structured knowledge questions and tasks for practical observations.

At the end of the program, your 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 consists of a bank of questions designed to be answered comprehensively.

You will be required to complete the questions as specified in your Participant RPL Handbook and submit them to your assessor for review and assessment. These questions should be submitted to your assessor on their first visit to your worksite.

PRACTICAL OBSERVATIONS

You will be required to perform the following tasks for observation by your assessor (irrespective of if you can gather evidence):

- Site Safety Inspection
- Site Survey/Set out
- Contract of Works
- Project Review and Management
- Quality Inspection
- Dispute Resolution

Your assessor will explain each task, 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.

PORTFOLIO OF EVIDENCE

Your ability to gather and compile a comprehensive portfolio of evidence is a crucial component to achieve your qualification through an RPL onsite pathway.

You will be required to compile evidence as guided by your assessor. This portfolio of evidence is explained in the Participant RPL Handbook.

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 \$1,240.00*
If you do hold a previous qualification	from \$1,450.00*
If you are not eligible for NSW Government subsidies	\$3,500.00 (member rate) / \$3,850.00 (non-member rate)

**Student fees will increase if you are assessed as 'not yet competent' by Recognition of Prior Learning in any unit/s of competency and are required to undertake classroom or distance based training and assessment. Fees may increase on a pro rata basis per unit of competency to a maximum of \$2,850.00.*

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.

- 1.1. 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 your Participant RPL Handbook

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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