



**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).

This course brochure will inform and guide you through Master Builders in class training and assessment course 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 course 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 course 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.

This course 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 once we have received your successful 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

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

You will be required to bring:

- Laptop/iPad (or other electronic device to access online learning material) or printed courseware

When attending your first class, you will also be required to bring:

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



THE STUDENT JOURNEY

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 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
- *Master Builders utilise the services of a third party in the recruitment of participants into this program. Our partner is Trades Centre Australia.*

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
- You will receive access to complete an online Language, Literacy and Numeracy (LLN) quiz. The quiz provides valuable information for our trainer to tailor the course to suit your needs.
- On completion of the LLN quiz, we will email confirmation of your enrolment, including your confirmed fees, a class schedule for the initial stage of your course and access to online resources

IN CLASS TRAINING AND ASSESSMENT

- You will be required to attend classroom training sessions according to the class schedule provided
- You will need to provide payment for your commencement fee before you will be permitted to move to the second stage of your course schedule and finalise your progression fee payment before moving to the last stage of your course schedule
- We will email you confirmation of your respective class schedules once payments are received for your commencement fee and then again for your progression fee
- You will undertake and complete written and practical assessment tasks for each subject in the course
- If assessed as competent in all units of competency, you will progress to the 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

- Our Quality Assurance team checks your assessments and evidence submitted through Panel Review processes
- If our Quality Assurance team is satisfied with your portfolio of evidence, you will be awarded the CPC40110 Certificate IV in Building and Construction (Building)
- If the Quality Assurance check determines additional evidence is required, you will be contacted by a Customer Service Representative to provide further evidence

COURSE STRUCTURE

The course is designed to be delivered in seven subjects, 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 a maximum of four weeks of the course finishing.

The course is described below including the units of competency applicable to each subject. You can start the course with any subject however, we 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 subjects.

You are required to attend all classes and complete all assessments within a maximum of twelve (12) months.

Subject: Residential Site Safety

The Residential Site Safety subject 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 subject is:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCCBBC4002A	Manage occupational health & safety in the building and construction workplace	2 days	Core

Subject: Plans, Specifications, Codes and Standards

The Plans, Specifications, Codes and Standards subject 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 subject are:

CODE	UNITS OF COMPETENCY	DURATION	CORE / ELECTIVE
CPCCBBC4001A	Apply building codes and standards to the construction process for low rise building projects	2 days	Core
CPCCBBC4012B	Read and interpret plans and specifications		Core
CPCCBBC4026A	Arrange building applications and approvals		Elective
CPCCBBC4009B	Apply legal requirements to building and construction projects		Core



Subject: Contracts Administration and Management

The Contracts Management and Administration subject 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 subject 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

Subject: Structures and Material Handling

The Structures and Material Handling subject 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 subject also addresses the processes and procedures of materials ordering, receipt and storage on site.

The units of competency included in this subject 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



Subject: Site Surveying and Setting Out

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

The unit of competency included in this subject is:

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

Subject: Builders Quantities and Estimating

The Builders Quantities and Estimating subject 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 subject 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

Subject: Financial Management

The Financial Management subject 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 subject is:

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

COURSE ASSESSMENTS

Master Builders provides structured knowledge questions, written project-based tasks and practical tasks to be performed as outlined in each individual assessment task.

At the end of each subject, your trainer/assessor will enter feedback and your results online and you will be notified by email.

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 course 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 the NSW Government.

Smart and Skilled prices are subject to funding availability. A quote of applicable fees and funding will be provided prior to enrolment.

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

NSW Government Smart and Skilled Subsidy Indicative Pricing	
If you do not hold a previous qualification	from \$2,440
If you do hold a previous qualification	from \$2,850
Indicative Pricing without NSW Government Subsidy	
Master Builders Member Rate	\$3,950
Non-Member Rate	\$4,250

Student fees may decrease if you are awarded Credit or 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.

Fees are invoiced under the following payment structure:

Invoice Stage	Amount	Invoice Issued
Enrolment	\$1,500	On enrolment
Commencement	Up to \$1,500 (not exceeding total course value)	Week preceding stage 1 of class schedule
Progression	Remaining value (not exceeding total course value)	Week preceding stage 2 of class schedule

You will not be permitted to move from one stage to the next of the class schedule until the accompanying fees are paid in full. 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 in advance of services being provided.

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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