



**Master  
Builders  
Association**  
New South Wales



# **CPC40110 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)**

## **ONSITE RECOGNITION OF PRIOR LEARNING (RPL)**

### **INFORMATION BROCHURE**

**RECOGNISE  
YOUR SKILLS**

✓ NATIONALLY RECOGNISED TRAINING

✓ SMART AND SKILLED

✓ RECOGNITION OF PRIOR LEARNING



**Master  
Builders  
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New South Wales

# CPC40110 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)



NATIONALLY RECOGNISED  
TRAINING

## ONSITE RECOGNITION OF PRIOR LEARNING (RPL)

Master Builders Association of NSW Pty Ltd (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meet national 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 assessment pathway for *CPC40110 Certificate IV in Building and Construction (Building)*, from application to certification under an onsite RPL pathway.

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 course is designed to enable potential builders and others in the industry to be formally recognised for technical skills and knowledge already gained through industry related experiences by a process called Recognition of Prior Learning.

The course covers the areas required for national accreditation of the qualification and 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, regardless 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.

## 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 the 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. Please note that NSW Fair Trading has additional specific criteria to this qualification. Visit the NSW Fair Trading website for further information [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

This course may be subsidised by the NSW Government through the 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 fees 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 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.

## COURSE 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 accurately simulated workplace environment.

## REQUIRED PARTICIPANT RESOURCES

Master Builders will provide all course material to enable you to complete this course.

You will be required to have access to a Laptop/iPad (or other electronic device) to access and complete the online assessment and upload your portfolio of evidence.

On enrolment, you will be required to provide copies of:

- Photo ID (ie. drivers' licence)
- A valid White Card

For your onsite assessment, you will be required to provide/have access to:

- Personal Protective Equipment (PPE) including steel cap work boots, hearing protection and eye protection
- Tools, materials and equipment required to complete construction project tasks
- Project plans and specifications

Note: All electrical tools and leads are tested and tagged



## STUDENT JOURNEY

### APPLICATION

- 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 successful we will email you an invitation to enrol
- *Master Builders utilise the services of a third party in the recruitment of participants into this program. Our partner is Trades Centre Australia.*

### ENROLMENT

- Complete and submit the online enrolment form
- Provide us with your Unique Student Identification (USI) number
- Upload certified copies of your identification
- Provide payment for the enrolment fee
- You will receive access to complete an online industry quiz. The quiz provides valuable information for our trainer to tailor the course to suit your needs.
- On completion of the quiz, we will email confirmation of your enrolment including your confirmed fees, and online access to your assessment

### RPL ASSESSMENTS

- You will be required to participate in structured assessment tasks, compile a portfolio of evidence for assessment, and provide payment for your commencement fee (if applicable)
- On receipt of your documentation and commencement fee (if applicable), we will assign an assessor to review your submission and undertake a site visit
- You will need to provide payment for your progression fee (if applicable) for your assessment process to be completed
- On receipt of your progression fee (if applicable), if assessed as competent in all units of competency, you will progress to the 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. This may require attendance at additional classroom training sessions or distance based learning. Should this be the case, you will be advised of any adjustment in applicable fees

### CERTIFICATION

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



## RPL COURSE 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.

You will be required to complete your RPL knowledge questions and portfolio evidence within two (2) months and complete all remaining requirements of the RPL course within six (6) months.

All practical assessments will be conducted at a worksite of your choice. Please note, you will need to seek approval from the site supervisor or builder for our assessor to be on site. You will need to ensure that the required equipment for the practical tasks are available on the day scheduled for the practical assessment.

In order to successfully achieve the **Certificate IV in Building and Construction (Building)**, 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



## YOUR ASSESSMENT COMPONENTS

### 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 online assessment.

### 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
- 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 outlined in the online 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 course may be subsidised by the NSW Government through the 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 fees 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 <b>do not</b> hold a previous qualification	from \$1,240
If you do hold a previous qualification	from \$1,450
Indicative Pricing without NSW Government Subsidy	
Master Builders Member Rate	\$3,500
Non-Member Rate	\$3,850

*\*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.*

Fees are invoiced under the follow payment structure:

Invoice Stage	Amount	Invoice Issued
Enrolment	Up to \$1,500 (not exceeding total course value)	On enrolment
Commencement	Up to \$1,500 if applicable (not exceeding total course value)	On release of online assessment
Progression	Remaining value if applicable (not exceeding total course value)	On receipt of knowledge questions and portfolio of evidence

Please note, relevant fees must be paid in full prior to progressing from one stage to the next. All participant fees are GST exempt.

Visit [www.smartandskilled.nsw.gov.au](http://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.*



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## WHY MASTER BUILDERS?

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

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## FOR MORE INFORMATION



02 8586 3588



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[www.mbansw.asn.au/training](http://www.mbansw.asn.au/training)

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