



**Master  
Builders  
Association**  
New South Wales

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

## **COURSE INFORMATION BROCHURE**

**TRAINING DEVELOPED  
FOR THE INDUSTRY,  
BY THE INDUSTRY**

✓ **NATIONALLY RECOGNISED TRAINING**

✓ **SMART AND SKILLED**

✓ **TRAINING AND ASSESSMENT**

# CPC40110 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)



## TRAINING AND ASSESSMENT

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 training and assessment course for **CPC40110 Certificate IV in Building and Construction (Building)**, from application 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)** 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 two (2) years' full-time equivalent experience in the building and construction industry working under a licenced builder. Experience must be within the last ten (10) years, plus it is recommended you also have a minimum of six (6) months supervisory experience. References from licenced builders will be required for this period.
- Hold a valid White Card (General Construction Induction Card)
- Answer at least 65% of the technical industry questions correctly during the application process
- Be currently working on active construction projects
- If you are an apprentice, you must have completed the formal trade training prior to enrolling.

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 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 accurately simulated workplace environment.

## REQUIRED PARTICIPANT RESOURCES

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

You will need:

- Computer/Laptop/iPad (or other electronic device) to access:
  - online learning materials & courseware
  - Assessment materials
  - Access online, interactive tutorial sessions

When enrolling into the course, you will be required to upload:

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

## THE 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

### ENROLMENT

- Complete and submit the online enrolment for
- 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 access to online resources, courseware and assessments via our online portal

### TRAINING AND ASSESSMENT

- Interactive tutorial sessions will be made available to you. You will be invited to book into these sessions if you wish.
- You will need to provide payment of your commencement fee before you will be permitted to move to the second stage of your course.
- You will also need to finalise your progression fee payment before moving to the last stage of your course schedule
- We will provide access to your online resources, once payments are received for your commencement fee and then again for your progression fee.
- You will be required to undertake and complete 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 may be required if you are assessed as Not Yet Competent. Should this be the case, your assessor will advise you of an appropriate plan*

### 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



## COURSE STRUCTURE

The course is designed to be delivered in ten (10) subjects, containing a total of 16 national Units of Competency

Course lessons are conducted online, via our online learning platform with interactive tutorial sessions available on weekday afternoons and evenings for each subject.

Tutorials are accessed via the online portal. Each online tutorial will be presented by our industry expert trainers within a virtual classroom environment.

Participant course work includes:

- learner notes
- online lessons
- project work
- research that the participant may undertake

Participants are expected to complete assessments in a timely manner so that they can finalise all assessment tasks within a maximum of four weeks of completing their course.

The course is described below, including the units of competency applicable to each subject. You can commence 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 subjects.

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

Online tutorial sessions will also be made available to support you in completing subjects.

### Subject: Residential Site Safety

The course subject Residential Site Safety 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	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBC4002A	Manage occupational health and safety in the building and construction workplace	3	Core

### Subject: Legal and Regulations

The course subject Legal and Regulations aims to assist participants to understand and apply technical and legislative requirements on 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	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4009B	Apply legal requirements to building and construction projects	4	Core
CPCCBBC4001A	Apply building codes and standards to the construction process for low rise building projects		Core

### Subject: Project Planning

The course subject Planning aims to assist participants to understand planning processes on 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	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4012B	Read and interpret plans and specifications	3	Core
CPCCBBC4026A	Arrange building applications and approvals		Elective

### Subject: Site Surveying and Setting Out

The course subject Site Surveying and Setting Out 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	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4018A	Apply site surveys and set-out procedures to building and construction projects	5	Elective

### Subject: Contracts and Disputes

The course subject Contracts and Disputes 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	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4003A	Select and prepare a construction contract	3	Core
CPCCBBC4024A	Resolve business disputes		Elective

### Subject: Supervision

The course subject Supervision addresses on-site supervision on building and construction projects.

The units of competency included in this subject are:

CODE	UNITS OF COMPETENCY	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4007A	Plan building or construction work	4	Core
CPCCBBC4008B	Conduct on-site supervision of building and construction projects		Core

### Subject: Building Resources

The course subject Building Resources aims to ensure that participants gain a thorough working knowledge of the materials commonly used in building and construction and 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	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4006B	Select, procure and store construction materials for low rise projects	2	Core

### Subject: Structures

The course subject Structures aims to ensure that participants gain a thorough working knowledge of the concepts relating to the behaviour of structures, as well as the underlying principles and terminology of structural engineering.

The units of competency included in this subject are:

CODE	UNITS OF COMPETENCY	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4010B	Apply structural principles to residential low rise constructions	4	Core
CPCCBBC4011B	Apply structural principles to commercial low rise constructions		Core

### Subject: Builders Quantities and Estimating

The course subject Builders Quantities and Estimating 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	TUTORIAL SESSIONS	CORE / ELECTIVE
CPCCBBC4004A	Identify and produce estimated costs for building and construction projects	5	Core
CPCCBBC4005A	Produce labour and material schedules for ordering		Core

### Subject: Financial Management

The course subject Financial Management 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	TUTORIAL SESSIONS	CORE / ELECTIVE
BSBSMB406A	Manage small business finances	7	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.

Assessments are to be submitted online (via the portal)

Once your assessment has been submitted, your trainer/assessor will enter feedback and your results online.

You will be notified by email accordingly.

## 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	\$2,440
If you do hold a previous qualification	\$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 follow payment structure:

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

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 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 3588



training@mbansw.asn.au



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

---