

## CPC40110 - Certificate IV in Building and Construction (Building)

Participants should be employed or seeking employment in the building and construction industry.

This qualification is designed to meet the needs of workers in small to medium-sized building businesses who are wanting to become registered builders under the Victorian Building Authority qualification rules for Domestic Builder (Unlimited).

The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attainment of this qualification may be required.

Occupational titles for people undertaking this qualification may include:

- Builder
- Construction Manager.
- Building Project Manager

The qualification has core unit of competency requirements that cover common skills for the construction industry.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A Prepare to work safely in the construction industry covers this requirement.

The Victorian Building Authority (VBA) registers Building Practitioners according to the requirements of their legislation and the type of building work the Building Practitioner wishes to perform.

There are two major Builder Registration classes, each with their own sub-classes.

- Domestic Builder
- Commercial Builder

Registration requires applicants to meet both qualification (knowledge) and experience requirements. Some qualifications meet all of the knowledge requirements; others partially meet the knowledge requirements.

### Domestic Builder Registration

Domestic building work is work associated with the construction, renovation, improvement or maintenance of a home.

CPC40110 Certificate IV in Building and Construction (Building) is applicable to Domestic Builder (Unlimited) registration class.

VBA states that “Successful completion of CPC40110 Certificate IV in Building and Construction (Building) satisfies some of the technical knowledge required for registration in the classes of Domestic Builder (Unlimited)” and is recommended for those applicants with less than 3 years’ experience within the industry.

Completion of CPC40110 Certificate IV in Building and Construction (Building) will provide applicants with the foundational knowledge and skills within the building and construction industry. It is best suited to those seeking Domestic Builder (Unlimited) registration that have minimal industry experience. Once applicants have completed the CPC40110 Certificate IV in Building and Construction (Building), they can go on to complete the CPC50210 Diploma of Building and Construction (Building), which together with 3 + years of experience, satisfies the requirements of the VBA to seek Domestic Builder (Unlimited) registration.

### Entry Requirements

There are no mandated prerequisite qualification requirements for entry into the CPC40110 Certificate IV in Building and Construction (Building).

The program outlined is suitable for:

- Applicants with less than 3 years’ work experience in the building and construction industry.
- Applicants with less than 3 years’ work experience in a supervisory or management role in any industry

All students enrolled into this program should be employed in the building and construction industry at the time of commencement.

The usual duration for this program is 12 months.

Students with credit transfer or recognition of prior learning for units may complete this qualification in less than 12 months.

### Completion Requirements

The requirements for granting this qualification will be met when competency is demonstrated and achieved for:

- All 13 core competency standard units.
- 3 elective units.

### Time Commitment

The program is structured so that students can progress at a pace that suits them. A typical time commitment over the 52 weeks expected to complete the course is estimated to be:

Self-directed learning which can be undertaken at home or by attending additional sessions at the Training Centre. This time will be spent on reading, research and completing tasks and projects required for assessment purposes.	416 hours
Workplace activities undertaken to reinforce learning activities and to complete tasks and projects for assessment purposes.	208 hours.
Class attendance once a week for 4 hours a week, site visits organised by your trainer and one-on-one sessions to review your work and provide feedback on your assessments.	255 hours
<b>Total commitment over 12 months</b>	<b>879 hours</b>

### Assessment

Assessment tasks consist of:

- Answers to questions
- Classroom activities
- Projects related to building codes; structural principles; legal and risk management; project planning; on-site supervision; project quality; labour and materials scheduling; selection, procurement and storage of materials; legal requirements; Victorian Building Authority standards and requirements; and reading of plans and drawings.

### Pathway

Students who have completed CPC40110 Certificate IV in Building and Construction can proceed to the CPC50210 Diploma of Building and Construction (Building) qualification. Students who have completed the CPC40110 Certificate IV in Building and Construction (Building) will receive unit's credit in the Diploma qualification.

Students may also elect to enrol directly into CPC50210 Diploma of Building and Construction (Building) if that meets their training and employment needs.

### Government Funding

National Construction Training (RTO21254) can access State government funding for this qualification through the Skills First funding program. To enquire about your eligibility for State Government funding contact National Construction training during office hours.

### Tuition Fees

Students who are eligible for Victorian Skills First Funding will pay no tuition fees. Students not eligible for Victorian Skills First Funding will be required to pay a fee of \$4,900 to undertake this qualification.

## Qualification Structure

Code	Name of Unit	Core or elective
BSBSMB401	Establish legal and risk management requirements of small business	Elective
BSBSMB406A	Manage small business finances	Core
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects	Core
CPCBC4002A	Manage occupational health and safety in the building and construction workplace	Core
CPCBC4003A	Select and prepare a construction contract	Core
CPCBC4004A	Identify and produce estimated costs for building and construction projects	Core
CPCBC4005A	Produce labour and material schedules for ordering	Core
CPCBC4006B	Select, procure and store construction materials for low rise projects	Core
CPCBC4007A	Plan building or construction work	Core
CPCBC4008B	Conduct on-site supervision of building and construction projects	Core
CPCBC4009B	Apply legal requirements to building and construction projects to commercial low rise constructions	Core
CPCBC4010B	Apply structural principles to residential low rise constructions	Core
CPCBC4011B	Apply structural principles to commercial low rise constructions	Core
CPCBC4012B	Read and interpret plans and specifications	Core
CPCBC4013A	Prepare and evaluate tender documentation	Elective
CPCBC5007B	Administer the legal obligations of a building or construction contractor	Elective

## Unit Descriptors

### **BSBSMB401 - Establish legal and risk management requirements of small business (Elective)**

This unit describes the skills and knowledge required to identify and comply with all regulations affecting the business.

It applies to individuals operating a small business who use analytical skills to interpret legislation and regulations and develop procedures to manage compliance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### **BSBSMB406A - Manage small business finances (Core)**

This unit describes the performance outcomes, skills and knowledge required to implement, monitor and review strategies for the ongoing management of a small business's finances. It also includes day-to-day financial management of the small business.

Specific legal requirements apply to the management of a small business.

### **CPCBC4001A - Apply building codes and standards to the construction process for low rise building projects (Core)**

This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of residential and low rise commercial buildings (low rise' licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction).

Successful construction of low-rise buildings requires a thorough knowledge of the purpose and content of the Building Code of Australia (BCA), coupled with the ability to interpret other codes and standards related to a specific building.

### **CPCBC4002A - Manage occupational health and safety in the building and construction workplace (Core)**

This unit of competency specifies the outcomes required to conduct an OHS risk analysis, including the inspection of workplaces for hazards. The development and implementation of appropriate responses, including responses required by state or territory legislation and regulations, to mitigate the risks are also addressed.

The unit requires candidates to have a comprehensive and appropriate understanding of the complex range of legislative and workplace requirements to manage risk in building and construction workplaces.

#### **CPCBC4003A - Select and prepare a construction contract (Core)**

This unit of competency specifies the outcomes required to select and prepare appropriate construction contracts, including the sections, clauses and conditions for low-rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate is essential skills.

#### **CPCBC4004A - Identify and produce estimated costs for building and construction projects (Core)**

This unit of competency specifies the outcomes required to establish the estimated costs associated with the acquisition of materials and labour on building and construction sites, together with the application of relevant overhead costs and margins. Knowledge of physical resource and supplier identification, assessment of the availability of and requirements for skilled labour and application of appropriate codes, regulations and approvals gaining processes is essential.

#### **CPCBC4005A - Produce labour and material schedules for ordering (Core)**

This unit of competency specifies the outcomes required to produce schedules of resource requirements so that orders can be placed for materials and labour for residential and commercial projects and to record and track costs as they are incurred. Knowledge of codes, regulations and approval processes, contractor systems, physical resource and supplier identification and the ability to assess the availability of and requirements for skilled labour are essential.

#### **CPCBC4006B - Select, procure and store construction materials for low rise projects (Core)**

This unit of competency specifies the outcomes required to supervise the systems through which materials are typically selected, acquired and stored on site for projects described by the Building Code of Australia (BCA) as low rise building or construction work (low rise' licensing classification with reference to Class 1 and 10 construction and Class 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction).

It ensures the delivery to the site of materials that meet contract specifications and service requirements for low rise projects.

#### **CPCBC4007A - Plan building or construction work (Core)**

This unit of competency specifies the outcomes required to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities concerning residential and commercial projects.

The ability to identify appropriate resources and suppliers, and assess the availability of and requirements for skilled labour are essential.

#### **CPCBC4008B - Conduct on-site supervision of building and construction projects (Core)**

This unit of competency specifies the outcomes required to supervise implementation of administration processes relating to residential and commercial construction projects.

The ability to administer payments, supervise on-site communications, ensure compliance with quality control and complete record keeping processes is essential.

#### **CPCBC4009B - Apply legal requirements to building and construction projects (Core)**

This unit of competency specifies the outcomes required to apply legal requirements to building and construction projects of residential and low-rise commercial buildings. ('Low rise' licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction).

Application of legal requirements includes the capacity to ensure compliance with all contractual requirements. A thorough knowledge of the application of current legal and regulatory requirements is essential.

#### **CPCBC4010B - Apply structural principles to residential low-rise constructions (Core)**

This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low-rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia (BCA) as Class 1 and Class 10. Knowledge of the application of structural principles in accordance with Australian standards is essential

### **CPCBC4011B - Apply structural principles to commercial low-rise constructions (Core)**

This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise projects of a more complex nature than single residential dwellings, which are typically commercial structures classified in the Building Code of Australia (BCA) as Classes 2 to 9 with a gross floor area not exceeding 2000 square metres but not including Type A or Type B construction.

Knowledge of the application of structural principles in accordance with Australian standards is essential.

### **CPCBC4012B - Read and interpret plans and specifications (Core)**

This unit of competency specifies the outcomes required to read and interpret plans and specifications applicable to low rise residential and commercial projects in order to inform estimation, planning and supervisory activities.

### **CPCBC4013A – Prepare and evaluate tender documentation (Elective)**

This unit of competency specifies the outcomes required to evaluate contract specifications and information and to prepare tender documents associated with projects in the building and construction industries.

Knowledge of tender preparation and interpretation of project demands and requirements and the capability to bring together a body of diverse information are essential. How to find the information and present it in a manner that meets organisational needs in short timeframes is important, as is the ability to manage time effectively.

### **CPCBC5007B - Administer the legal obligations of a building or construction contractor (Elective)**

This unit of competency specifies the outcomes required to administer the legal obligations of a building or construction contractor, including obligations as either party to a contract. It is concerned with licensing and/or builders' registration and other legislative matters as appropriate, and administering the systems through which the obligations of complying with legislation are fulfilled.

In order to achieve the outcomes for this unit, knowledge of relevant industry legislation, codes, standards, regulations, licensing, employee awards, agreements, OHS, taxation and insurance is required.

## **Student Information**

### **Who are we?**

National Training Services Pty Ltd operates under the trading name National Construction Training RTO 21254 for delivery and assessment of Building and Construction qualifications.

National Construction Training RTO 21254 is a Registered Training Organisation (RTO) regulated by the Australian Skills Qualification Authority.

National Construction Training RTO 21254 provides national recognition of the training and assessment they provide, awards Nationally Recognised qualifications and maintain the records and documentation required by State and Federal Government regulatory and funding authorities.

National Construction Training 21254 has a range of qualifications on its Scope of Registration. Part of its offering includes Nationally Recognised Qualifications in the building and construction industry.

National Construction Training RTO 21254 provides the following building and construction industry qualifications:

- CPC40110 - Certificate IV in Building and Construction (Building)
- CPC50210 – Diploma of Building and Construction (Building)

### **Where does National Construction Training RTO 21254 teach its building and construction industry courses?**

National Construction Training RTO 21254 has training facilities located at

- **Thomastown Address:** 3 Lucknow Crescent Thomastown 3075
- **Derrimut Address:** 6/31 Elgar Road Derrimut 3026
- **Dandenong Address:** 5 Broadlands Street Dandenong 3175

### **What learning resources and assessment tools are used?**

The learner material is industry based content. National Construction Training RTO 21254 has adapted the learning and assessment material by consulting with the industry and validating all assessments undertaken by students.

### Recognition for previous learning

National Construction Training RTO 21254 offers Credit Transfer and Recognition of Prior Learning for previous study or learning to all students. This will be discussed during your pre-training review and enrolment and if applicable National Construction Training RTO 21254 staff will assist you to make an application.

Students wanting to apply for Credit Transfer and Recognition of Prior Learning for previous study or learning must bring certified copies of all relevant qualifications, transcripts and statements of attainment to their interview and provide a copy of a signed and up to date employment resume to the interviewer.

### What do you receive at the end of your study?

If you complete your course in Building and Construction, you will receive a Nationally Recognised Qualification in Building and Construction. If you partially complete your course in Building and Construction, you will receive a Statement of Attainment for the units or competencies you complete. In both cases, these certificates can be used for Recognition of Prior Learning or Credit Transfer applications with other registered training organisations and TAFE Institutes. If you choose to study a higher qualification at another Registered Training Organisation (RTO) then credit transfer can be used toward the qualification.

### Who are your teachers?

National Construction Training RTO 21254 sources and employs building and construction professionals who hold the relevant qualifications and current industry skills competencies. The combination of building and construction expertise with the relevant skills and qualifications, offers our students the best in education and training.

### Funding

Eligibility for Victorian Government funding is assessed during your pre-training review and enrolment session.

### Compliance: Complaints and Appeals & Support Services

The NTS Complaints and Appeals & Support Services procedure can be viewed at [NTS Compliance Information](#)

### More Information

For more information about your enrolment with National Construction Training RTO 21254, please contact us on

- **Thomastown & Derrimut:** Phone (03) 8528 2682 or email queries to [naz@nationalconstructiontraining.edu.au](mailto:naz@nationalconstructiontraining.edu.au)
- **Dandenong:** Phone (03) 8773 3300 or email queries to [ravi.ramuni@nationalconstructiontraining.edu.au](mailto:ravi.ramuni@nationalconstructiontraining.edu.au)