CPC40208 Certificate IV in Building and Construction (Contract Administration)

Qualification Overview
This qualification is designed to meet the needs of contract administrators working in small to medium size businesses in the building and construction industry.

It will provide you with the practical skills and knowledge required to process client requirements, read and interpret plans and specifications and organise building approvals and applications. It will provide knowledge about building codes and standards, contract law and sourcing and procuring resources for a construction project.

Depending on your state or territory building authority requirements, this qualification may be used as a minimum qualification towards licensing in the building and construction industry.

Pre-Requisites
You must be employed in the industry in a position suitable to the qualification and have relevant experience.

Qualification Content
To successfully gain the Certificate IV in Building & Construction (Contract Administration) you will need to be assessed as competent in the 15 units listed below.

- CPCBC4003A Select and prepare a construction contract
- CPCBC4006B Select, procure and store construction materials for low-rise projects
- CPCBC4012B Read and interpret plans and specifications
- CPCBC4016A Administer a construction contract
- CPCBC4026A Arrange building applications and approvals
- CPCBC4029B Apply construction information to the sales process
- CPCBC4031A Process client requirements
- CPCBC4032A Apply contract law to sales processes
- BSBOSH201A Participate in OHS processes
- CPCBC4010B Apply structural principles to low rise constructions
- CPCBC4024A Resolve business disputes
- CPCBC4013A Prepare and evaluate tender documentation
- CPCBC4005A Produce labour and material schedules for ordering
- CPCBC4011A Apply building codes and standards to the construction process for low rise building projects
- CPCBC4017A Arrange resources and prepare for the building or construction project.

Competency can be defined as the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Duration
The usual enrolment period for this qualification is 12 months. Classroom programs may vary in duration.

Location
Classroom delivery is available in metropolitan Melbourne and regional Victoria.

Workplace delivery is available in metropolitan Melbourne and regional Victoria on application.

Distance delivery is available in all Australian states and territories except the Northern Territory.

Cost
Customised Training is contracted as a provider of Victorian Government subsidised training under the Victorian Training Guarantee. Qualification fee subsidies may be available to eligible individuals with funds made available by the Victorian and Commonwealth Governments.

Please contact one of our Course Advisors to discuss your individual circumstances.

Student Support
Customised Training encourages people with disabilities to explore opportunities to develop their skills through Vocational Education and Training.

Adjustments can be made to learning and support materials to suit your individual needs; providing that these adjustments do not compromise the requirements of the relevant Training Package or the integrity, equity and fairness of assessment.

www.ctcs.com.au Email: info@ctcs.com.au Tel: 1300 275 282
Skills Recognition

Skills Recognition is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system. You are encouraged to discuss the possibility of undertaking the Skills Recognition process prior to the commencement of your training.

For further information regarding Skills Recognition please request a Skills Recognition brochure or visit our website www.ctcs.com.au.

How to Apply

Once you have made the decision to apply for a qualification you must complete and return the documents listed below to Customised Training. Upon receiving all paperwork and supporting evidence a formal assessment of your eligibility for government funding and suitability for the qualification is conducted. You will be notified by phone of the outcome. If you are successful you will also receive a confirmation of enrolment letter, statement of fees and information relating to the provision of training and assessment.

Below is a list of documents you must include with your application:

- Enrolment Form and Pre-Training Review
- Current resume
- Certificates and Statement of Results for any previously attained or partially completed qualifications

If you are applying for a Government Subsidised place you must also include:

- Proof of citizenship/residency
  ➔ Certified coloured copy of one of the following:
  current green Medicare card, Birth Certificate, current Australian Passport, current New Zealand Passport, Naturalisation Certificate
- Proof of Age (if you are under 20 years of age)
  ➔ Certified coloured copy of one of the following:
  current Driver Licence, current Learner permit, a ‘Keypass’ card.

Work Load

You should expect to spend additional time studying this qualification. This time will typically consist of contacts with your trainer or classroom workshops (depending on your study mode), self-paced study, reading, researching and completing assessment tasks.

Vocational Outcomes

On completion of this qualification you may seek employment in the following areas: contract administration, building contract administration, project or program administration.

Learning Pathways

Customised Training encourages you to continue learning. Pathways exist between various qualification levels, enabling you to move easily and readily between qualifications offered by Customised Training and qualifications offered by other education institutions.

Pathways may also allow you to access Skills Recognition and obtain credit points toward your next qualification, reducing your study time.

For more information on pathways available to you please contact a Course Advisor to discuss your options; or you can visit www.myfuture.gov.au, a helpful career website.

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