

CPC40308 Certificate IV in Building and Construction (Estimating)

Course Information Sheet

About the course

This course is delivered and assessed by **Master Builders Association of Victoria (RTO no 3935)**.

This course develops essential building estimator skills and knowledge including plan reading, structural principles, risk management, estimating, labour and materials scheduling and tender preparation.



Learning outcomes

Students will have gained the skills and knowledge to:

- Manage work priorities and professional development
- Evaluate and select appropriate construction methods and materials according to the National Construction Codes and other standards and guidance materials
- Establish risk analysis methods, techniques and tools to assist in the analysis of building and construction project risks and budgeting /costing of projects
- Use spreadsheets, applications and documentation to estimate the cost of physical and human resources required for building and construction projects
- Determine project requirements and prepare construction specifications
- Produce construction project, materials and labour schedules
- Prepare a detailed construction file for tender purposes
- Develop and use evaluation criteria to identify the best subcontractor for the project component
- Implement contingency strategies when projects are not meeting budget or schedule requirements

Who should study this course?

This course is designed to meet the needs of building estimators, building schedulers, project managers and construction industry workers seeking to become full-time estimators within small to medium-sized building businesses involved in the construction of low-rise buildings, or workers whose job role already has a significant focus on these tasks.

Construction industry workers with an interest in estimating who are currently in a job role similar to those listed below may be suitable for the course:

- Building schedulers
- Project managers
- Trade contractors
- Forepersons

Master Builders' entry requirements

It is a Master Builder's requirement for those wishing to undertake this course that they:

- are successful at a Language, Literacy and Numeracy (LLN) assessment & a Pre-Training Review
- have basic computer skills as this course is delivered partially online
AND
- have three (3) years' work experience in the Building and Construction industry
AND
- have CPCCOHS1001A Work safely in the construction industry (White Card), if working on a building and construction site prior to course commencement.
OR
- have CPCWHS1001 Prepare to work safely in the construction industry or its equivalent

At the Pre-Training Review, we need to verify that you have the amount and type of work experience that will enable you to successfully complete the Master Builders course.

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What you need to bring to class

You must bring pen and notebook to class.

In addition, you must bring **evidence of entitlement to study in Australia** to your first class (not necessary if you have already presented this to Master Builders).

- Photo ID

and ONE of the below:

- Original or certified copy of green Medicare Card OR
- Original or certified copy of Australian or New Zealand Passport OR
- Original or certified copy of Australian Birth Certificate OR
- Original or certified copy of Naturalisation document OR
- Original or certified copy of Visa or Immigration documentation.

Please note: You will not be able to attend the class until evidence of entitlement to study has been presented.

Learning support

Master Builders provides additional support to students who require assistance in completing their course assessments and requirements. A range of support services are available to students who experience literacy, digital literacy and numeracy difficulties.

Master Builders encourages all individuals with disabilities to apply for training courses in accordance with the requirements of the Equal Opportunity Act (Vic) 2010 and related legislation. Master Builders further encourages individuals from all social, racial, cultural and educational backgrounds to apply.

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Course induction

Attendance at the course induction day is a mandatory requirement. This is an important day which covers the following aspects of the course:

- course structure
- assessment requirements
- learning support
- required and recommended texts
- study and learning techniques
- information about Builders Registration
- information about other Master Builders' services.
- Learning Management System

Course structure and duration

To achieve the CPC40308 Certificate IV in Building and Construction (Estimating) qualification, participants must complete the 15 units listed below.

Delivery Mode: Blended

The course is delivered over a period of **38 weeks** and consists of:

- **30 face-to-face classroom**; day sessions or equivalent evening sessions.
- 8 weeks for students to research and complete all relevant assessment tasks for the completion of the course.

Upon successful completion of this course, student will be awarded a Certificate by **Master Builders Association of Victoria (RTO no 3935)** for the following units:

No.	Units		
	Code	Title	Nominal Hours
1.	CPCBC4025A	Manage personal work priorities and professional development	20
2.	CPCBC4012B	Read and interpret plans and specifications	30
3.	CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects	40
4.	CPCBC4010B	Apply structural principles to residential low rise constructions	160

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5.	CPCBC4011B	Apply structural principles to commercial low rise constructions	80
6.	CPCBC4020A	Build thermally efficient and sustainable structures	40
7.	BSBPMG407A	Apply risk management techniques	40
8.	CPCBC4028A	Prepare design brief for construction works	20
9.	CPCBC4015A	Prepare specifications for all construction works	20
10.	CPCBC4004A	Identify and produce estimated costs for building and construction projects	60
11.	BSBITU202	Create and use spreadsheets	30
12.	CPCBC4013A	Prepare and evaluate tender documentation	20
13.	BSBWRT401	Write complex documents	50
14.	TLIR4002	Select goods/services and evaluate contractors	30
15.	CPCBC4005A	Produce labour and material schedules for ordering	40
Total Nominal Hours			680

Simulation learning component

Master Builders have now incorporated an exciting session at our state-of-the-art Building Leadership Simulation Centre (BLSC) into this course. You'll be able to practice some of the skills learnt in this course, first hand in a simulated workplace environment, which has been proven to be one of the most effective ways to learn new skills. The technology and learning methods used in this facility are so realistic that you will feel like you are actually on a real construction site. This realistic style of learning is unique to Master Builders, as the BLSC facility is one of only 3 centres of this type in the world.

Assessment

Assessment activities may be a combination of short answer and case study written assessments, role plays and simulated scenarios. All assessments will be contextualized to a construction workplace.

Assessments are submitted in electronic format through our Learning Management System. Training in use of this system will be provided on the first day of the course.

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Unique Student Identifier

From 1 January 2015, all students who undertake Nationally Recognised Training must have a Unique Student Identifier (USI). Your USI means all your training records and results will be in one place.

See more at: <http://www.mbavtraining.com.au/content/unique-student-identifier-usi/>

To get a USI, go to: <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

Funding options

This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. Master Builders encourages individuals with disability to access government subsidized training.

NOTE: Accessing the Skills First funding may affect your eligibility to access that fund again in the future.

Currently, if for some reason you wish to study another course at the same level, it is unlikely that you could access the Skills First entitlement for that training. Please think carefully about which course you choose to enroll in. For up-to-date information please contact the Training Department on (03) 9411 4555.

Course fees

Please note the following fee categories:

Category	Fee
Skills First Subsidised# (Member & Non Member)	\$1,105 (\$1.63 per nominal hour)
Skills First Concession# (Member & Non Member)	\$221 (\$0.33 per nominal hour)
Master Builders Member	\$3,800
Master Builders Member + Incolink contributor *	\$435
Non-Member + Incolink contributor*	\$2,240
Non Member	\$7,140^
ALink Student Member	Not Applicable
Other Administrative Fees (only applicable to qualifications on Master Builders scope of registration)	
Transfers & Rescheduling	\$50 per unit or cluster
Additional Tutorials	\$140 per hour
Required Books	
Master Builders Member	\$252
Non Member	\$282

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In relation to Funds paid by the Department of Education and Early Childhood Development under the Skills First Funding Contract, please refer to the **Statement of Fees** in the Master Builders Training Directory or available on the Training website www.mbavtraining.com.au.

* Eligible Incolink contributors are current Incolink financial members who pay into the Incolink Training Levy.

^ For Skills First subsidised students, includes approximate value of the contribution from the government towards the qualification.

PLEASE NOTE:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- Skills First Subsidised Training is the same rate for both Members and Non Members.
- Skills First Concession rates are available to individuals who hold a health care card or pensioner card or Veterans Gold card and who meet all other eligibility requirements.

For a full **statement of fees** please contact 9411 4555 or email training@mbav.com.au.

Required texts

As part of the course fee, the Master Builders provides learners with online access to all the Australian Standards referenced in the National Construction Code (NCC) 2016 (Volume One and Volume Two). This includes all Australian Standards referenced in assessment activities.

The following texts are available free online but learners may prefer to purchase a hard copy for ease of access.

- National Construction Code (NCC) 2016 Volume 1
- National Construction Code (NCC) 2016 Volume 2
- Building Act 1993
- Building Regulations 2017
- Various Australian Standards referenced in the NCC.

Hard copies may be purchased through the Master Builders shop. For a copy of the Publication Order Form please contact (03) 9411 4555 or email training@mbav.com.au.

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Recognition of prior learning (RPL) or credit transfer

The Australian Qualifications Framework (AQF) is a comprehensive national policy framework that defines all qualifications recognised nationally in post-compulsory education within Australia. As a Registered Training Organisation (RTO) authorised to deliver training and issue qualifications under the AQF, Master Builders recognises AQF qualifications and Statements of Attainment issued by RTOs throughout Australia for qualifications and Units of Competency currently on its Scope of Registration.

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

An application for RPL or credit transfer can be submitted prior to the commencement of the course.

Alternatively, RPL and credit transfer procedures are also referred to during course induction (where there is a course induction) and students can apply for RPL or credit transfer after the first day of class. Timelines of the application and how it will affect attendance of classes while application is in progress will be organised between the applicant and a Training Department staff member. Please telephone the Training Department on 03 9411 4555 if you would like to discuss this further.

Units where credits may apply

Students who have successfully completed a CPC40110 Certificate IV in Building and Construction (Building) may be eligible for a credit transfer to the following units:

- CPCCBC4001A – Apply building codes and standards to the construction process for low rise building projects
- CPCCBC4004A – Identify and produce estimated costs for building and construction projects
- CPCCBC4005A – Produce labour and material schedules for ordering
- CPCCBC4010B – Apply structural principles to residential low rise constructions
- CPCCBC4011B – Apply structural principles to commercial low rise constructions
- CPCCBC4012B – Read and interpret plans and specifications
- CPCCBC4020A – Build thermally efficient and sustainable structures

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Further study opportunities

Study Pathways at Master Builders Association of Victoria

Other relevant courses that students could undertake to further their career and/or industry knowledge following completion of this course include:

- CPC40110 Certificate IV in Building and Construction (Building)
- CPC50308 Diploma of Building and Construction (Management)
- CPC50210 Diploma of Building and Construction (Building)
- Project Management for Building and Construction (short course)

For help in selecting the correct combination of courses for your requirements or for further career advice, contact the Training Department on (03) 9411 4555. For more information on all Master Builders Association courses, please refer to the Training website: <http://www.mbavtraining.com.au/>.

Exit opportunities

1. Students who successfully complete all required units/modules will receive their qualification and a transcript itemising all units successfully completed.
2. Following receipt of written advice from the student (or trainer) that the student does not intend to complete the full qualification, the student will be issued with a Statement of Attainment listing all units/modules successfully completed.

Master Builders' training policies

<http://www.mbavtraining.com.au/content/policies-and-procedures/>

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