

CPC50308 Diploma of Building and Construction (Management)

Course Information Sheet

About the course

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

This course is designed to develop the generic skills and knowledge used by project managers, construction managers, estimating managers and other senior construction professionals involved with the management of low to medium rise residential and commercial building projects.



Learning outcomes

Students will have gained the skills and knowledge to:

- Develop, implement and monitor operational plans within broader organisational strategic plans.
- Set and meet priorities using a range of strategies to manage personal and team performance.
- Plan and implement financial management approaches to ensure financial resources are used effectively.
- Manage medium rise construction work according to contractual obligations.
- Apply a systematic approach to hazard identification, risk assessment and risk control.
- Apply knowledge of current trends in environmental practices and methodologies, statistical analysis and legislative to medium rise building and construction projects.
- Processes and practices involved in selecting and supervising building and construction contractors.
- Execute processes and procedures associated with the recruitment cycle.
- Facilitate teamwork and a positive culture.
- Implement and disseminate industrial relations policies and procedures within the workplace.
- Implement and maintain organisational systems to ensure quality assurance and continuous improvement.

Who should study this course?

This course is designed to meet professional development requirements of managers engaged in the construction industry. This may include:

- Project Managers
- Construction Managers
- Estimating Managers
- Senior construction Managers

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
AND
- have five (5) years' work experience in the Building and Construction industry
AND
- be currently working on a construction site in a management/supervisory role
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 CPCCWHS1001 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 a 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.
- The learning management system
- Information about other master builders services.

Course structure and duration

Note: The below course structure and duration is only applicable to 2018 Group commencements.

To achieve the CPC50308 Diploma of Building and Construction (Management) qualification, participants must complete the 12 units (5 core and 7 electives) listed below.

Delivery Mode: Blended

The course is delivered over a period of **48 weeks** and consists of:

- **27 face-to-face classroom;** day sessions or equivalent evening sessions.
- 19 (non-attendance) 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 Diploma by **Master Builders Association of Victoria (RTO no 3935)** for the following units:

No.	Units		
	Code	Title	Nominal Hours
1.	BSBWOR501	Manage personal work priorities and professional development	60
2.	BSBOHS504B	Apply principles of OHS risk management	40

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No.	Units		
	Code	Title	Nominal Hours
3.	CPCBC5001B	Apply building codes and standards to the construction process for medium rise building projects	200
4.	BSBFIM501A	Manage budgets and financial plans	70
5.	BSBMGT515A	Manage operation plan	60
6.	BSBHRM402A	Recruit, select and induct staff	50
7.	BSBMGT516	Facilitate continuous improvement	60
8.	BSBWOR502B	Ensure team effectiveness	60
9.	CPCBC5003A	Supervise the planning of on-site medium rise building or construction work	200
10.	CPCBC5010B	Manage construction work	150
11.	CPPCBC5005A	Select and manage building and construction contractors	40
12.	CPCBC5011A	Manage environmental management practices and processes in building and construction	150
Total Nominal Hours			1140

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.

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Assessment

Assessment activities within the classroom environment may include a combination of short answer, case study, role play, simulation, oral presentation and project work. All assessments will be contextualized to a construction workplace.

The assessment also includes a Major Project that focuses on the practical application of the employability skills of the diploma. It is handed out at the start of the course and presented by the students at the end of the course. If the student does not have current access to a construction site, arrangements can be made with the trainer. Simulated assessment scenarios will also be a part of this course.

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.



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Course fees

Please note the following fee categories:

Category	Fee
Skills First Subsidised# (Member & Non Member)	\$1,075 (\$0.94 per nominal hour)
Skills First Concession# (Member & Non Member)	\$215 (\$0.19 per nominal hour)
Master Builders Member	\$4,505
Master Builders Member + Incolink contributor *	\$925
Non-Member + Incolink contributor*	\$3,210
Non Member	\$6,930^
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

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.

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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 CPC50210 Diploma of Building and Construction (Building) may be eligible for a credit transfer to the following units:

- CPCBC5011A Manage environmental management practices and processes in building and construction
- CPCBC5005A Select and manage building and construction contractors
- BSBOHS504B Apply principles of OHS risk management
- CPCBC5010B Manage construction work
- CPCBC5001B Apply building codes and standards to the construction process for medium rise building projects
- CPCBC5003A Supervise the planning of on-site medium rise building or construction work

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Required texts

The following texts are available online but learners are strongly advised to purchase a hard copy edition of these texts.

- National Construction Code (NCC) 2016 (Volume One and Volume Two).
- Building Act 1993
- Building Regulations 2018
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017

The following text is mandatory for the course and will be used extensively:

- Management Theory and Practice, 6th Edition (Kris Cole) is mandatory for the course and will be used extensively for self paced learning.

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.

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).

Further study opportunities

For more information on all Master Builders Association courses, please refer to the Training website:

<http://www.mbavtraining.com.au/>.

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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.
3. Students completing the CPC50308 Diploma of Building and Construction (Management) can use this to apply for Commercial Building Registration

Note: Some students may decide to exit the course for further foundational learning and content studies if a lack of work experience (years and type) has been identified within the induction pre-training review.

Master Builders training policies

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

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