

# Low Rise Contract Administration

## Course Information Sheet

### About the course

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

Planning for and supervising onsite construction work requires organizational skills, meticulous record keeping and knowledge of regulatory and local body requirements. This **national accredited short course** explores these topics as well as scheduling of labour and materials, personnel site responsibilities, application of quality management systems, purchasing and record flow, and the preparation and submission of condition reports.

After successful completion of the 4-day course, participants will be awarded a Statement of Attainment for three (3) nationally accredited units of competency:

- **CPCBC4007A Plan building or construction work**
- **CPCBC4005A Produce labour and material schedules for ordering**
- **CPCBC4008B Conduct on-site supervision of building and construction projects**

### Learning outcomes

Students will have gained the skills and knowledge to:

- Implement project scheduling strategies;
- Apply regulatory, quality control and administrative procedures to progress and complete construction projects;
- Effectively plan, communicate, allocate and manage physical, financial and human resources.

### Who should study this course?

This course is suitable for:

- Builders, contract administrators, site managers, foremen, construction managers
- Other building practitioners involved with the management of small to medium sized building businesses as well as the planning of onsite construction work.



## Master Builders' entry requirements

Due to the accelerated nature of this course, it is recommended that students have at least three (3) years experience in the building and construction industry.

## What you need to bring to class

You must bring a pen and a 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, numeracy and digital literacy 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 structure and duration

### Delivery Mode: Blended

The course is delivered over **4 days or an equivalent** period.

Upon successful completion of this course, student will be awarded a Statement of Attainment by **Master Builders Association of Victoria (RTO Provider NO. 3935)** for the following units:

No.	Units		Delivery days
	Code	Title	
1.	CPCBC4007A	Plan building or construction work	3.5
2.	CPCBC4005A	Produce labour and material schedules for ordering	
3.	CPCBC4008B	Conduct on-site supervision of building and construction projects	
4.	Role Play		0.5

## Recognition of Prior Learning (RPL) or Credit Transfer

**Recognition of Prior Learning (RPL)** involves assessment of any relevant skills and knowledge you have previously gained through learning and work activities (including formal, informal and non-formal) to determine if it matches any unit learning outcomes in the course you are studying. You will need to provide evidence to support your application.

**Credit transfer** means that if you have already successfully completed a unit of competency, you will be given credit for that unit and you will not have to study it again. The unit code and title must be exactly the same as the one you are seeking credit for. If the unit has been recoded, Master Builder's staff will determine if it is an equivalent unit. You will need Statement/s of Attainment to support your application.

If you decide to apply for RPL or credit transfer, we advise you to do it as soon as possible. The process takes some time and, if it is granted, you may not need to attend some classes.

Contact the Training Department on (03) 9411 4555 to discuss whether either of these pathways might be appropriate for you.

**NOTE ON FEES:** For information on RPL fees, contact the Training Department on (03) 9411 4555. RPL at Master Builders is not subsidised by Commonwealth and State government funding under the Skills First contract.

There is no charge for Credit Transfer.

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## Assessment

Assessment activities will be a combination of scenarios/case studies, written responses, portfolios of evidence, observations, simulated role plays, oral presentations and projects. All assessments will be contextualised to a construction workplace.

## 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>

## Course fees

Please note the following fee categories:

Category	Fee
Master Builders Member	\$625
Master Builders Member + Incolink contributor *	Not applicable
Non-Member + Incolink contributor*	Not applicable
Non Member	\$1,320
ALink Student Member	Not Applicable
<b>Other Administrative Fees (only applicable to qualifications on Master Builders scope of registration)</b>	
Transfers and Rescheduling	\$50 per unit or cluster
Additional Tutorials	\$140 per hour

### Note:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- Eligible Incolink contributors are current Incolink financial members who pay into the Incolink Training Levy.

For a full **statement of fees** please contact 9411 4555 or email [training@mbav.com.au](mailto:training@mbav.com.au).

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## Units where credits may apply

Students who undertake and complete this short course will be eligible for a National Credit Transfer of three units of competency towards the completion of the CPC40110 Certificate IV in Building and Construction (Building).

## 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:

- CPC40308 Certificate IV in Building and Construction (Estimating)
- CPC40110 Certificate IV in Building and Construction (Building)
- CPC50308 Diploma of Building and Construction (Management)
- CPC50210 Diploma of Building and Construction (Building)

These courses provide students with:

- the underpinning skills and knowledge that may be required for domestic and/or commercial registration in Victoria
- industry recognised qualifications for roles such as site manager and estimator
- knowledge and skills to manage small businesses effectively manage human and physical resources during building and construction projects and manage safe work practices.

For assistance 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

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.

## Master Builders' training policies

Refer to the following link for a list of Master Builders training policies:

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

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