

# CPC40110 Certificate IV in Building and Construction (Building)

## Course Information Sheet

### About the course

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

In addition to relevant building experience, successful completion of CPC40110 Certificate IV in Building and Construction (Building) will support your application for registration in the class of Domestic Builder (Unlimited). The Master Builders qualification contains all prescribed additional units of competency required for registration in the majority of Domestic Builder (Limited) class.

The Victorian Building Association (VBA) considers the qualification as part of a broader examination of the applicant's knowledge and experience. Master Builders Association of Victoria can provide assistance with the VBA registration application and interview process. To speak to a Registration Consultant, phone (03) 9411 4555.

For detailed information on registration, contact the registration body for your relevant state or territory.

### Learning outcomes

Students will have gained the skills and knowledge to:

- apply legal requirements to building and construction projects
- select and prepare major domestic construction contracts
- arrange building applications and approvals
- manage occupational health and safety in the building and construction workplace
- plan building or construction work
- produce labour and material schedules for ordering
- conduct on-site supervision of building and construction projects
- apply building codes and standards to the construction process for low rise building projects
- select, procure and store construction materials for low rise projects



- apply structural principles to residential low rise constructions
- apply structural principles to commercial low rise constructions
- read and interpret plans and specifications
- identify and produce estimated costs for building and construction projects
- build thermally efficient and sustainable structures
- undertake small business planning
- manage small business finances.

## Who should study this course?

This course is suitable for:

- builders, site managers, forepersons or construction managers
- other building practitioners involved in managing, or wishing to start, small to medium-sized building businesses.

## 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 and 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 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, 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 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
- Introduction to the online portal
- Assessment requirements
- Learning support
- Required and recommended texts
- Study and learning techniques
- Information about builders registration
- Information about other master builders' services.

## Course structure and duration

To achieve the CPC40110 Certificate IV in Building and Construction (Building) qualification, participants must complete the 16 units listed below.

### Delivery Mode: Blended

The course is delivered over a period of **47 weeks** and consists of:

- **35 face-to-face classroom;** day sessions or equivalent evening sessions.
- **12 weeks** for students to research and complete all relevant independent learning activities and assessment tasks for the completion of the course.

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

No	Units			
	Cluster	Code	Title	Nominal Hours
1.	Legal Obligations	CPCBC4009B	Apply legal requirements to building and construction projects	50
2.		CPCBC4003A	Select and prepare a construction contract	40

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# CPC40110 Certificate IV in Building and Construction (Building)

No	Units			
	Cluster	Code	Title	Nominal Hours
3.	<b>Building Permit Applications</b>	CPCBC4026A	Arrange building applications and approvals	20
4.	<b>Manage OHS</b>	CPCBC4002A	Manage occupational health and safety in the building and construction workplace	40
5.	<b>Low Rise Contract Administrations</b>	CPCBC4007A	Plan building or construction work	40
6.		CPCBC4005A	Produce labour and material schedules for ordering	40
7.		CPCBC4008B	Conduct on-site supervision of building and construction projects	40
8.	<b>Applying Structural Principles</b>	CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects	40
9.		CPCBC4006B	Select, procure and store construction materials for low rise projects	40
10.		CPCBC4010B	Apply structural principles to residential low rise constructions	160
11.		CPCBC4011B	Apply structural principles to commercial low rise constructions	80
12.	<b>Estimating Principles</b>	CPCBC4012B	Read and interpret plans and specifications	30
13.		CPCBC4004A	Identify and produce estimated costs for building and construction projects	60
14.	<b>Sustainability Principles (Green Living)</b>	CPCBC4020A	Build thermally efficient and sustainable structures	40
15.	<b>Small Business Financial Management</b>	BSBSMB404	Undertake small business planning	50
16.		BSBSMB406A	Manage small business finances	60
Total Nominal Hours				830

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

Assessments are submitted in electronic format through our Learning Management System. Training in the use of this system will be provided on the first day of the 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 subsidised 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 the course into which you choose to enroll.

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# CPC40110 Certificate IV in Building and Construction (Building)

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)	\$1,300 (\$1.56 per nominal hour)
Skills First Concession# (Member & Non Member)	\$260 (\$0.31 per nominal hour)
Master Builders Member	\$3,675
Master Builders Member + Incolink contributor *	Not Applicable
Non-Member + Incolink contributor*	Not Applicable
Non Member	\$9,130^
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
<b>Required Books</b>	
Master Builders Member	\$252
Non Member	\$282

# 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, which are also available on the Training website [www.mbavtraining.com.au](http://www.mbavtraining.com.au).

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

^ For Skills First subsidised students, this fee includes the 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.

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- 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](mailto: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.

NCC 2016 Volumes One and Two, AS 1684.2 Timber Framing Manual – Part 2 and AS 1684.2 Timber Framing Manual – Part 4 are required for the course. These are available online but learners are strongly advised to purchase hard copy editions of these texts.

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 Volumes 1 and 2\*
- Australian Standards referenced in the NCC
- Building Act 1993\*
- Building Regulations 2018\*
- Domestic Building Contracts Act 1995\*
- Domestic Building Contract Regulations 2017\*
- Building and Construction Industry Security of Payment Act 2002\*
- Occupational Health and Safety Act 2004\*
- Occupational Health and Safety Regulations 2017\*

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](mailto:training@mbav.com.au).

Texts marked with an asterisk (\*) are available free online but students may prefer to purchase a hard copy for ease of access. As part of the course fee, the Master Builders provides learners with online access to all the Australian Standards referenced in the NCC. The cost of these texts is in addition to the course fee.

## 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

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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 CPC40308 Certificate IV in Building and Construction (Estimating) 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

## Further study opportunities

**Study Pathways at Master Builders Association of Victoria**

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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)
- CPC50308 Diploma of Building and Construction (Management)
- CPC50210 Diploma of Building and Construction (Building)
- Project Management for Building and Construction (short course)

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

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 CPC40110 Certificate IV in Building and Construction (Building) can use this Statement of Attainment to apply for Building Registration.

## 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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