

Building Permit Applications

Course Information Sheet



About the course

This course is delivered and assessed by The Master Builders Association of Victoria also known as Master Builders Victoria (MBV) - RTO no 3935.

The Building Permit Applications short course outlines how to manage the building approval application process, including the required documentation and current regulatory and planning processes.

Learning outcomes

You will have gained the skills and knowledge to:

- determine the documentation required for building and planning permits
- prepare building and planning permits
- evaluate and review the outcome of the application

Who should study this course?

This course is suitable for:

- builders, project managers, site managers, forepersons, construction managers, and;
- 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 Victoria entry requirements

It is a Master Builders Victoria 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

Due to the accelerated nature of this course, it is recommended that you have at least three (3) years of experience in the building and construction industry. Master Builders Victoria encourages all individuals regardless of their disabilities and social, racial, cultural or educational background to apply for training courses in accordance with the requirements of the Equal Opportunity Act (Vic) 2010 and related legislation.

Safe training protocols

The following hygiene guidelines will be implemented for face-to-face training by Master Builders Victoria to ensure a safe environment for all staff and students-

- Facilities and equipment are regularly cleaned and sanitised.
- All students and staff are requested to practice good hygiene.
- Anyone who is unwell or is required to self-isolate is requested to stay at home and not attend the training.

What you need to bring to class

Evidence of entitlement to study in Australia

You must bring.

- Photo ID

and ONE of the below as **evidence of entitlement to study in Australia** to your first class (not necessary if you have already presented this to Master Builders Victoria):

- 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.

Bring your own device

You will need to bring your own device such as a laptop or tablet to class.

For more information, please refer to the Training website: <https://www.mbavtraining.com.au/bring-your-own-device/>

Learning support

Master Builders Victoria 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 Victoria 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 Victoria further encourages individuals from all social, racial, cultural and educational backgrounds to apply.

IS YOUR BUILDER A MASTER BUILDER?



Course induction

The course induction is available online on our Learning Management System. You should complete the online course induction prior to the first day of your class. The course induction includes the following:

- MBV contact details
- Student information
- Learning support
- Course resources
- Course evaluation and review
- Assessment
- Certificates and statements of attainment
- Policies and procedures
- Student obligations
- Frequently asked questions (FAQs)
- Quiz

Course structure and duration

Delivery Mode: Blended

The course is delivered over a period of **1 day or equivalent night sessions**.

Upon successful completion of this course, the student will be awarded a Statement of Attainment by **The Master Builders Association of Victoria (RTO no 3935)** for the following unit of competency:

- CPCBC4026 Arrange building applications and approvals

*Note: If you've studied CPC40120 Certificate IV Building and Construction (Building) with Master Builders Victoria you may already hold this unit of competency or its equivalent.

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 contextualized 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.

IS YOUR BUILDER A MASTER BUILDER?



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>

Skills First funding for this course

No funding options are currently available for this short course.

For up-to-date information, please contact the Training Department on (03) 9411 4555.

Required texts

As part of the course fee, Master Builders Victoria provides learners with online access to all the Australian Standards referenced in the National Construction Code (NCC) 2022 Volumes One, Volume Two if required in this course.

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

- Building Act 1993
- Building Regulations 2018

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 Victoria recognises AQF qualifications and Statements of Attainment issued by RTOs throughout Australia for qualifications and Units of Competency currently on its Scope of Registration.

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

Please telephone the Training Department on 03 9411 4555 if you would like to discuss this further.

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

Learners who successfully complete all required units/modules will receive their statement of attainment itemising the units successfully completed.

Following receipt of written advice from the student (or trainer) that the student does not intend to complete the full course, the student will be issued a Statement of Attainment listing all units/modules successfully completed.

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 Victoria training policies

Refer to the list of MBV training policies: <http://www.mbavtraining.com.au/content/policies-and-procedures/>

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