

CPC50220 Diploma of Building and Construction (Building)

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.

This course is designed to meet the needs of builders and managers of small to medium-sized residential or commercial building projects or who aim to become a registered building practitioner.

The builder may also be the appropriately licensed person with responsibility under the Victorian building licensing authority. Builder licensing varies across States and Territories and additional requirements for the attainment of this qualification may be required.

The CPC50220 Diploma of Building and Construction (Building) encompasses the knowledge areas that may be required when seeking registration and these are:

- Business management
- Building technology
- Operational and supervisory management
- Legislation, codes and standards
- Selecting contractors
- Overseeing quality
- Liaising with clients

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Learning outcomes

You will have gained the skills and knowledge to:

- Apply legal requirements to residential and commercial building and construction projects
- Select, prepare and administer contracts for commercial and residential construction projects
- Prepare and submit building applications to appropriate authorities for approval
- Read and interpret plans and specifications applicable to residential and commercial project
- Prepare sketches and drawings used for communicating ideas to clients and other parties
- Use technical instruments and levelling and surveying techniques to accurately set out a building on site
- Access, interpret and apply relevant building codes and standards applicable to the National Construction Code (NCC) Classes 1 and 10 buildings and Class 2 to 9 Type C building projects, to a maximum of two storeys
- Apply structural principles to the construction of residential or commercial structures, including applying structural principles to footing, floor, wall and roof system
- Apply structural principles to the construction of residential or commercial structures
- Establish estimated costs associated with the acquisition of materials and labour for building and construction
- Produce schedules for physical and human resources and materials for residential or commercial projects
- Supervise site communications, monitor and maintain compliance with codes and standards and implement project administration processes on building and construction projects
- Lead the management of work health and safety (WHS) risks in an organisation
- Apply structural principles to the construction of buildings up to three storeys
- Evaluate project and contract requirements and prepare and formalise tender documentation in the building and construction industry
- Administer the legal obligations of a building and construction contractor
- Manage, administer and monitor finances within a building and construction business
- Manage business risks and apply quality standards to the selection of building and construction materials
- Supervise the planning process and organisation of on-site work
- Plan and implement effective environmental practices and processes and manage improvements to environmental issues

Who should study this course?

This course is suitable for:

- Builders, contract administrators, site managers, foremen, construction managers
- Other building practitioners are 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
AND
- have five (5) years of work experience in the building and construction industry
AND
- be currently working on a construction site in a management/supervisory role
AND
- in a position to trial management procedures and techniques
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.

It is strongly recommended that applicants complete the CPC40110 Certificate IV in Building and Construction (Building) or CPC40120 Certificate IV in Building and Construction (Building) before undertaking this qualification.

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 Victoria course.

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.

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

To achieve the CPC50220 Diploma of Building and Construction (Building) qualification, participants must complete the 27 units (24 core and 3 electives) listed below.

Delivery Mode: Blended

The course is delivered over a period of **95 weeks** and consists of:

- **68 classroom sessions** over 120 evening sessions or equivalent day sessions.
- **26 weeks** (non-attendance) for students to research and complete all relevant assessment tasks for the completion of the course.



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

No	Cluster Name	Unit Code and Unit Title	Nominal Hours
01	Legal obligations	CPCCBC4009 Apply legal requirements to building and construction projects	50
02		CPCCBC4003 Select, prepare and administer a construction contract	50
03	Building Permit Applications	CPCCBC4026 Arrange building applications and approvals	20
04	Applied plan reading	CPCCBC4012 Read and interpret plans and specifications	30
05		CPCCBC4014 Prepare simple building sketches and drawings	40
06		CPCCBC4018 Apply site surveys and set-out procedures to building and construction projects	40
07	Low rise structural principles	CPCCBC4001 Apply building codes and standards to the construction process for Class 1 and 10 buildings	18
08		CPCCBC4053 Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings	22
09		CPCCBC4010* Apply structural principles to residential and commercial constructions	200
10	Estimating principles	CPCCBC4004 Identify and produce estimated costs for building and construction projects	60
11		CPCCBC4005 Produce labour and material schedules for ordering	40
12	Supervise low rise construction	CPCCBC4008 Supervise site communication and administration processes for building and construction projects	40
13	OHS management	BSBWHS513 Lead WHS risk management	40
14	Medium rise structural principles	CPCCBC5001 Apply building codes and standards to the construction process for Type B construction	200
15		CPCCBC5018 Apply structural principles to the construction of buildings up to three storeys	300
16	Tenders	CPCCBC4013 Prepare and evaluate tender documentation	20
17	Manage construction business obligations	CPCCBC5007 Administer the legal obligations of a building and construction contractor	100
18		CPCCBC5019 Manage building and construction business finances	50
19	Manage quality and risk	BSBOPS504 Manage business risk	50
20		BSBPMG532 Manage project quality	40
21	Plan medium rise construction	CPCCBC5003 Supervise the planning of onsite building and construction work	200
22		CPCCBC5013 Manage professional technical and legal reports on building and construction projects	40

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No	Cluster Name	Unit Code and Unit Title	Nominal Hours
23	Manage medium rise construction	CPCCBC5010 Manage construction work	150
24		CPCCBC5005 Select and manage building and construction contractors	40
25		CPCCBC5004 Supervise and apply quality standards to the selection of building and construction materials	60
26	Manage environmental obligations	CPCCBC5011 Manage environmental management practices and processes in building and construction	150
27	Manage project costs	CPCCBC5002 Monitor costing systems on complex building and construction projects	60

Simulation learning component

Master Builders Victoria has 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, firsthand 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 Victoria, as the BLSC facility is one of only 3 centers 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 contextualized to a construction workplace.

Simulated assessment scenarios will also be a part of this course.

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>



Skills First funding for this course

You may be eligible to receive a Skills First entitlement in relation to this Course.

In order to be an eligible Individual in respect to this training, an individual must meet the following requirements:

- a. Citizenship:
 - i. Be an Australian citizen;
 - ii. Be a holder of a permanent visa; or
 - iii. Be a New Zealand citizen;
- b. Physically located:
 - i. You must be physically present in Victoria while participating in training and assessment.
- c. Course limits (Skills First funding)
 - i. Two courses at a time
 - ii. Two courses in a year

Find out more about Skills First [here](#) or contact 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) 2019 (Volume One and Volume Two).

The following texts are required for the course. They are available online, but learners may prefer to purchase hard copy editions:

- National Construction Code (NCC) 2022 Volumes One, Volume Two
- ABCB Housing Provisions Standard
- ABCB Liveable Housing Design Standard
- AS 1684.2 Timber Framing Manual – Part 2
- AS 1684.2 Timber Framing Manual – Part 4

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
- Domestic 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 Victoria shop. For a copy of the Publication Order Form please contact (03) 9411 4555 or email training@mbav.com.au



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 the Master Builders Association of Victoria courses, please refer to the Training website:

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

Exit opportunities

Learners who successfully complete all required units/modules will receive their qualification and a transcript itemising all units successfully completed.

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 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/>

