



**Master  
Builders  
Association**  
New South Wales

# **CPC40120 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING)**

## **COURSE INFORMATION BROCHURE**

## OVERVIEW

Master Builders Association of NSW Pty Ltd (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meet national industry standards.

The **CPC40120 Certificate IV in Building and Construction**, course offered by Master Builders is designed for an occupational outcome of Builder. It will enable potential builders and others in the industry to improve their business skills and technical knowledge so that they can successfully manage their building and construction business and projects. This qualification has units of competency which lead to the Building stream.

Participants will be assessed against skills and knowledge that meet current industry requirements for the building sector. Industry requires that all units of competency be undertaken in a real or accurately simulated workplace environment. This qualification provides an outcome in building and construction, covering residential and commercial work.

Upon successful completion you will achieve qualification **CPC40120 Certificate IV in Building and Construction** or a Statement of Attainment for units deemed competent.

## ENROLMENT

You will be required to provide evidence of meeting entry requirements upon enrolment, including any transcripts you have achieved from any prior training.

On enrolment, you will be required to provide copies of:

- Drivers licence (photo ID with address)
- Green Medicare Card or Passport
- A valid White Card

Participants will require sufficient language, literacy, and numeracy skills to be able to undertake this qualification. This course will take up approximately 16 months to complete with a study commitment of 10-15 hours per week.

## WHAT DO I NEED TO STUDY ONLINE?

This course includes online resources and assessments; therefore, it is essential that you have access to a modern computer, laptop or tablet (Windows Operating System) with internet access, Adobe Reader and a smart phone to assist in gathering evidence. You are required to have basic computer skills, including the ability to:

- Use Microsoft Office programs or similar
- Use internet to access information and research
- Use email and other communication tools
- Save documents and evidence in folders
- Download and upload assessment item

## ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- Experience: a minimum of two (2) years full-time (or equivalent) experience in the building and construction industry (experience must be within the last 10 years) and it is recommended to have a minimum of six (6) months supervisory experience
- Employment: access to building projects up to two (2) storeys for Class 1 and 10 buildings, and Class 2 to 9, Type C buildings
- References: You are trade qualified / licenced OR able to provide the details of two (2) referees from direct supervisors that are licenced builders, construction managers or site foremen and have worked for you for 12 months or more and can confirm your work history / experience.
- Site Access: a valid White Card (General Construction Induction card) and access to low rise building and construction projects.
- Entry Quiz: achieve at least 65% of the technical industry questions during your application process.
- Computer Literacy: basic computer skills and access to relevant technology
- If you are an apprentice, you must have completed the formal trade training prior to enrolling.

This course has been designed to meet part of the Building Commission NSW criteria to apply for a Building Licence. Building Commission NSW have specific criteria in addition to this qualification.

Elective units in this qualification are designed to meet the occupational outcome of Builder.

Visit the Building Commission NSW website for further information [Building Commission NSW | NSW Government](#).

## SMART AND SKILLED

This training may be subsidised by the NSW Government under the Smart and Skilled initiative. If you are eligible for the government subsidy, your student fee will be determined by the NSW Government.

Smart and Skilled prices are subject to funding availability. Fees and funding will be confirmed once we have received your successful application.

To be eligible, you must also meet the following Smart and Skilled eligibility criteria:

- You are at least 15 years old
- You live or work in NSW
- You are an Australian citizen or permanent resident or a humanitarian visa holder, or a New Zealand citizen
- You are no longer attending school

### COURSE STRUCTURE

The course is designed to be delivered in fifteen (15) subjects, containing a total of nineteen (19) nationally recognised Units of Competency.

Course lessons are conducted online, via our online learning platform with interactive tutorial sessions available on weekday afternoons and evenings for each subject.

Tutorials are accessed via the online portal.

Each online tutorial will be presented by our industry expert trainers within a virtual classroom environment.

Participant course work includes:

- learner notes
- online lessons
- project work
- research that the participant may undertake

Participants are expected to complete assessments in a timely manner so that they can finalise all assessment tasks within a maximum of four weeks of completing their course.

The course is described below, including the units of competency applicable to each subject. You can commence the course with any subject, however we recommend that you begin with Residential Site Safety, where possible. To achieve the **CPC40120 Certificate IV in Building and Construction**, you will need to successfully complete all subjects.

This course is designed to be completed in 16 months by submitting at least one subject per month. This will require a study commitment of approx. 10-15 hours per week. Online tutorial sessions will also be made available to support you in completing subjects.

### RESOURCES REQUIREMENTS

The online tutorial pathway will require you to have access to at least the below items:

- Computer with internet to access:
  - Online learning materials & courseware
  - Assessment materials
  - Online, interactive tutorial sessions
- Currently working in the building and construction industry and have access to company policies and procedures and any standard forms / contracts used in building and construction.
- NCC and Australian Standards
- Project plans and specifications

### ASSESSMENT METHOD

You will be required to complete your assessment activities online, including sections for:

- Knowledge questions
- Practical projects

The knowledge questions are a series of questions designed to be answered comprehensively. These questions relate to different units within the qualification and assess understanding of tasks and processes within the construction industry.

The practical projects are based on simulated building and construction projects. They draw upon your skills in the subject area and encourage you to apply these skills in your own workplace. These tasks include documentary evidence, whereby the completion of forms / contracts and other related documents are required to be uploaded into your online learning portal. Detailed instructions of evidence required and tasks to be undertaken are included in the online portal.

Assessments are to be submitted online (via the portal). Assessment activities may require you to have access to:

- National Construction Code
- Australian Standards
- Company safety documentation
- Project plans and specifications
- Site surveying equipment

Once your assessment has been submitted, your trainer / assessor will enter feedback and your results online.

An MBA Customer Service representative will assist you in getting started in our online platform and provide ongoing support during your enrolment. We are available between 8:30am and 5:00pm via phone and email, plus two (2) evenings per week between 4:00pm and 7:00pm for online trainer support for enrolled students.

### FEES AND SUBSIDIES

A general guide to fees for this qualification pathway is:

Smart and Skilled Subsidised	
If you do not hold previous qualification	\$2,440
If you hold a previous qualification	\$2,850
Indicative pricing without NSW Government Subsidy	
Master Builders Member Rate	\$3,950
Non-Member Rate	\$4,250



MBA does not accept more than \$1,000 in advance of service being provided. Please refer to website for fees.

## COURSE STRUCTURE

In order to successfully achieve the **CPC40120 Certificate IV in Building and Construction**, participants must be assessed as competent in nineteen (19) units of competency. It is recommended that you undertake one subject per month.

The units of competency offered by Master Builders are:

SUBJECT	UNIT CODE	UNITS OF COMPETENCY TITLE	CORE / ELECTIVE
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Residential Site Safety	CPCBC4002	Manage work health and safety in the building and construction workplace	Core
Waste Management	CPCBC4021	Minimise waste on the building and construction site	Core
Energy Efficiency	CPCSUS4002	Use building science principles to construct energy efficient buildings	Elective
Project Quality	BSBPMG422	Apply project quality management techniques	Elective
Construction Standards	CPCBC4001	Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings	Core
	CPCBC4053	Apply building codes and standards to the construction process for Class 1 and 10 Buildings	Core
Drawings, Plans and Specifications	CPCBC4012	Read and interpret plans and specifications	Core
	CPCBC4014	Prepare simple building sketches and drawings	Core
Legal Requirements	CPCBC4009	Apply legal requirements to building and construction projects	Core
Site Surveying and Set Out	CPCBC4018	Apply site surveys and set-out procedures to building and construction projects	Core
Contracts and Disputes	CPCBC4003	Select, prepare and administer a construction contract	Elective
	CPCBC4024	Resolve business disputes	Elective
Quantities and Estimating	CPCBC4004	Identify and produce estimated costs for building and construction projects	Elective
Planning the Projects	CPCBC4005	Produce labour and material schedules for ordering	Elective
	CPCBC4007	Plan building or construction work	Core
Materials Management	CPCBC4006	Select, procure and store construction materials for building and construction projects	Elective
Supervision	CPCBC4008	Supervise site communication and administration processes for building and construction projects	Core
Structural Principles	CPCBC4010	Apply structural principles to residential and commercial constructions	Core
Financial Management	BSBESB407	Manage finances for new business ventures	Elective