



**CANBERRA**  
BUSINESS AND TECHNOLOGY COLLEGE

# CPC40120

## Certificate IV Building and Construction (Building)



**2022 - 2023**

**Canberra, Australia**



## Qualification Code and Title

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### CPC40120 Certificate IV Building and Construction (Building)

CRICOS Course Code: 105972H

## Provider

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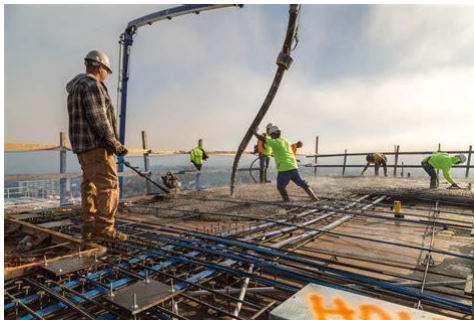
**The Canberra Training School Pty Ltd t/a Canberra Business & Technology College**

RTO Code: 40882  
CRICOS Provider Code: 03465J

## Course Overview

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This qualification reflects the role of builders, site managers and managers of small to medium-sized building businesses who apply knowledge of structural principles, codes, standards and legal requirements to Class 1 and 10, to a maximum of two storeys and Class 2 to 9 Type C constructions, and who plan and supervise safe building and construction work, prepare and administer contracts, and who apply quality



principles to building and construction projects. This qualification is designed as a “builder” occupational outcome.

Building relates to construction and Site Management is about managing the factors around construction, such as the deployment of crews with specialised skills (including builders), product compliance, deployment of contract specialised skills, weather and site location

Course Details:

<https://training.gov.au/Training/Details/CPC40120>

## Entry Requirements

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This course has the following entry requirements:  
International students must:

- Be at least 18 years of age.
- Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) with 5.0 in each band
- Have completed a Year 12 or equivalent high school certificate

Candidates will also be required to complete a pre-enrolment Candidate Self-Assessment as part of the application and participate in a course entry interview to determine suitability for the course.

## Course Duration

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### One (1) year full time

*Total Duration:* 52 Weeks (including holidays and breaks)

*Contact Weeks:* 40 Weeks

This course will be delivered over a period of 52 weeks (including holidays). Classes will be scheduled for 40 weeks over 4 academic terms of 10 weeks each. There will be a 2-week break between the terms and a 6-week Christmas holiday end of the year.

Class sessions are planned to ensure that students have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills-based assessments in accordance with unit requirements.

## Delivery mode and location

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This course will be delivered face-to-face in a classroom and kitchen-based setting which includes the simulation of workplace-based environment. This course does not have work placement (WBT) requirements. This course is offered at our **Canberra, ACT campuses:**

17 Oatley Ct, Belconnen, ACT, 2617



100 Northbourne Ave, Braddon, ACT 2612  
75 Gozzard Street, Gungahlin ACT 2913

**Workshop:** 46 Hoskins St, Mitchell, ACT 2911

Applicable location shall be noted on the letter of offer and written agreement

## Career Outcomes

Students who complete this course may be able to seek employment in a range of building and construction work such as;

- Registered builder
- Construction manager
- Domestic builder
- Building estimator
- Building/construction project supervisor

## Education Pathways

Participants who complete CPC40120 may go on to enrol in diploma level qualifications in Building and Construction with other institutes. CBTC shall provide students with pathway information and options.

## Course Structure

To achieve this qualification students must successfully complete **19 units** (11 Core, 8 Electives). View the detailed course through the link provided in Course Overview above. Term-wise, the course structure is as follows. Student intakes are at end of each term;

Term 1: 10 Weeks
CPCBC4012 Read and interpret plans and specifications
CPCBC4002 Manage work health and safety in the building and construction workplace
CPCBC4004 Identify and produce estimated costs for building and construction projects
CPCBC4014 Prepare simple building sketches and drawings
CPCBC4005 Produce labour and material schedules for ordering
CPCBC4018 Apply site surveys and set-out procedures to building and construction projects

CPCBC4007 Plan building or construction work
<b>Term 2: 10 Weeks</b>
CPCBC4003 Select, prepare and administer a construction contract
CPCBC4026 Arrange building applications and approvals
CPCBC4006 Select, procure and store construction materials for building and construction projects
CPCBC4001 Apply building codes and standards to the construction process for Class 1 and 10 Buildings
<b>Term 3: 10 Weeks</b>
CPCBC4053 Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings
CPCBC4021 Minimise waste on the building and construction site
CPCBC4009 Apply legal requirements to building and construction projects
CPCBC4008 Supervise site communication and administration processes for building and construction projects
<b>Term 4: 10 Weeks</b>
CPCBC4010 Apply structural principles to residential and commercial constructions
CPCSUS4002 Use building science principles to construct energy efficient buildings
BSBPMG422 Apply project quality management techniques
BSBESB401 Research and develop business plans

## Attendance and Course progress

Students are required to attend the **scheduled classes (20 hours per week)** and maintain a satisfactory academic performance as per college's Course Progress Policy. Students who are identified as being at risk of not meeting course progress requirements and completing the course in the expected duration will be subject to college's intervention strategy and provided support. More information can found in the student handbook and the policy available on college's website.

## Enrolment and Orientation

Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written



agreement and tax invoice for pre-paid fees, will be forwarded to students.

Students must read through all provided information prior to signing the agreement.



A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements. Detailed admission and enrolment process are provided on college's website.

## Additional Support

The college provides a range of student support services and resources to help them achieve their academic goals. This includes:

- Academic and learning support
- English language support
- Referral to external support services
- Accommodation options
- Local area information and essential services
- General career guidance

Refer to college's website and Student Handbook for detailed support services and contact details of support staff. On campus, students may contact the Student Support Officer, trainer/assessor, front desk staff or any other staff member to access the support services. Email: [info@cbtc.edu.au](mailto:info@cbtc.edu.au)

## Training Arrangements

Students are required to attend classes for 20 hours a week and complete approximately 10 hours of

homework/assignment/project work and self-study per week which consists of readings and research for assessments. Term timetables will be posted on notice boards and emailed to students at least one week prior to the start of the term.

## Assessment Methods

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Written tasks
- Practical Demonstrations
- Projects
- Report writing
- Observations
- Questioning (oral or written)

At the beginning of each unit, trainers will outline the assessment tasks that must be completed and provide assessment schedule and conditions. Assessment tasks may individual or team-based tasks. Demonstration of skills and performance will be observed by the assessor under the required conditions.

## Course Enrolment and Tuition Fee

Enrolment and Tuition fees this course are as follows (Australian Dollar):

<b>Enrolment fee:</b>	<b>\$250</b> <b>Non-refundable, to be paid on application.</b>
<b>Resources fee:</b>	<b>Refer to CBTC's Fee Schedule</b> Non-refundable, to be paid on application) includes raw materials, use of tools, and learning resources throughout the course.
<b>Tuition fee:</b>	<b>\$10,000</b> Refunds as per College's Refund Policy.



Once accepted, the tuition fee shall not change for the duration of the course.

Other non-tuition fees may apply. Refer to college's Fee Schedule.

International students are also required to take out **Overseas Health Insurance Cover (OSHC)** before arriving in Australia. OSHC information will also be included in the Student Agreement. For more information on OSHC, visit, [https://www.privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.htm](https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm)



All non-tuition fees shall be listed in Student Agreement and college's annual Fee Schedule, available from college's website. For fee refund

information and procedure, refer to college's *Fee Refund Policy and Procedure* available in the Student Agreement, college website and Student Handbook. The policy can also be requested from student services: [info@cbtc.edu.au](mailto:info@cbtc.edu.au)

A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement. Course fees do not include computer software or textbooks which are to be purchased at the student's own cost.

Non-payment of course tuition fees may result in cancellation of enrolment.

## Other Requirements

Students must also supply their own laptop or a similar device with Microsoft Office software e.g., Office 365 Personal that includes Outlook, Word, Excel, PowerPoint & Publisher.

Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

## Library Resources

Student will be provided with a learner/study guide for each unit. This course may also have prescribed and recommended texts/textbooks. Copies of the textbooks can be found on college's on-campus reference library, along with other reading and reference materials in print or electronic forms. A range of reading materials will also be provided during the session.

Students will also be guided to obtain member of ACT State Library and the National Library of Australia, which has a large collection of books, references, magazines, and online databases.

<https://www.nla.gov.au/getalibrarycard/registration>

## Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) at the time of enrolment or at any time during their enrolment (prior to the commencement of the relevant unit/s of competency). Students may also opt for packaged courses at the time of application. Packaged course may have common units between them, resulting in course credits.

For international students, the granting of course credit/s may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing. If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration. For any questions about course credits or duration, contact us at the details shown below.

## Issuance Authority

**The Canberra Training School Pty Ltd t/a Canberra Business & Technology College** is the sole authority to issue AQF documentation. CBTC does not have any partners or third parties for training and assessments either in Australia or overseas.



## Education Agents

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Students may apply for a place in CBTC's courses through an approved Education Agent. All approved and current Education Agents are listed on college's website. Education agents are bound by college's policies, procedures, quality criteria and agent's code of ethics. Candidate's may contact the college for information regarding education agents in their home countries.

## Contact Details

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**Canberra Business & Technology College**

75 Gozzard Street  
Gungahlin, Canberra ACT 2913  
AUSTRALIA

Email: [info@cbtc.edu.au](mailto:info@cbtc.edu.au)

Website: <http://www.cbtc.edu.au>

Tel: 1 800 830 091 (Australia) | (+61) 430 790 433  
(Overseas)

