



## Customised Training Pty Ltd

CPC40208

### **Certificate IV in Building and Construction (Contract Administration)**

#### **Course Overview**

This course is designed to meet the needs of contract administrators working in small to medium enterprises. It will provide participants with the practical skills and knowledge required to process client requirements, read and interpret plans and specification and organise building approvals and applications. Participants will also learn about building codes and standards, contract law and sourcing and procuring resources for a construction project

#### **Qualification**

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate IV in Building and Construction (Contract Administration) CPC40208.

#### **Course Requirements**

To successfully complete Certificate IV in Building and Construction (Contract Administration) students are to satisfactorily complete 15 units of competency including nine (9) compulsory units and six (6) elective units.

<b>COMPULSORY UNITS (Complete all)</b>	
<b>Code</b>	<b>Unit Title</b>
CPCBC4003A	Select and prepare a construction contract
CPCBC4006A	Select, procure and store construction materials for low-rise projects
CPCBC4012A	Read and interpret plans and specifications
CPCBC4016A	Administer a construction contract
CPCBC4026A	Arrange building applications and approvals
CPCBC4029A	Apply construction information to the sales process
CPCBC4031A	Process client requirements
CPCBC4032A	Apply contract law to sales process
BSBOHS201A	Participate in OHS processes

#### **Complete 6 Elective Units**

<b>Elective Units (Complete all)</b>	
CPCBC4007A	Plan building or construction work
CPCBC4024A	Resolve business disputes
BSBSMB402A	Monitor and manage small business operations
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use simple spreadsheets
BSBPMG407A	Apply risk management techniques

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.



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### Vocational Outcomes

Contract Administrator, Building Contract Administrator, Project or Program Administrator

### Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

### Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

### Learning Pathway

The Certificate IV in Building and Construction (Contract Administration) CPC40208 is a nationally recognised qualification within the Australian Quality Training Framework (AQTF). Upon successful completion, participants are able to further their studies and undertake the Diploma of Building and Construction (Management) CPC50308.

### Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training.

**For more information, please contact CTCS today.**

### Customised Training Pty Ltd

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