



# Certificate IV in Building & Construction (Contract Administration) CPC40208



## Priority Education & Training Program (PETP)

Customised Training Pty Ltd has received funding from the Victorian Government to deliver the Certificate IV in Building & Construction (Contract Administration) CPC40208 to professionals in the Building and Construction Industry.

This program has been designed to address industry needs and skill shortages within the Grampians Region.

All training conducted through the PETP (Productivity Places) program is delivered with funding made available by the Commonwealth and Victorian Governments.

## Course Overview

This course is designed for contract administrators in a small to medium enterprise.

Certificate IV in Building & Construction (Contract Administration) is a highly sought after qualification and aims to provide participants with the skills and understanding in all aspects to meet the needs of contract administrators.

By the end of the program participants will be able to:

- Process client requirements
- Read and interpret plans and specifications.
- Organise building approvals and applications.
- Have a knowledge of building codes and standards.
- Understand contract law and sourcing and procuring resources for a construction project.

## Pathway

Upon successful completion of the Certificate IV in Building and Construction (Contract Administration), participants will have the option of further study as a pathway to the Diploma of Building and Construction (Management) CPC50308.

## Course Delivery:

Dates:  
16th June 2010—1st Dec 2010  
Wednesdays (fortnightly)  
6pm to 9pm

Please see over page for course timetable.

To ensure participants are provided with an optimal learning experience, classroom sizes are kept to a maximum of 15 students per class.

Upon completion, successful participants will be awarded a nationally recognised qualification, Certificate IV in Building and Construction (Contract Administration) (CPC40208).

## Who Should Enrol:

- Australian citizens or permanent residents
- Existing workers in the Building and Construction Industry
- Workers / office staff in a small to medium size construction business
- Those that have been employed in a contract administration (or similar role) for 2 years or more.

## Course Cost:

A compulsory student fee (set by Skills Victoria) per student contact hour is applicable.

The student fee for this course is \$753 for eligible students. This fee is payable upon enrolment and prior to commencement of training.

For those not eligible for funding a reduced fee for service (self funded) price of \$2700 is applicable.

A concession rate is available to those who are eligible, conditions apply.

Limited funded places are available.

*Please ask us about payment plan options.*

## Location:

CTCS Training Room  
Level 1, The Business Block  
11B Gell Street  
Bacchus Marsh

Customised Training Pty Ltd actively encourages people of all abilities to enrol in their courses. Please contact our office on (03) 5367 1630 to discuss your individual requirements.

## Do you want to:

- Gain the necessary skills required to process client requirements, read and interpret plans?
- Update your knowledge within the general construction industry whilst gaining a nationally accredited qualification?
- Improve your chances of attracting a job or promotion?

## Are you:

- Currently working in the Building and Construction Industry?
- Working in an administration role of a building business?

## What To Do Next:

If you have additional questions or would like to enrol in this course please contact our head office on 1300 275 282 or via email at [info@ctcs.com.au](mailto:info@ctcs.com.au)

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# Certificate IV in Building & Construction (Contract Administration)

## CPC40208

To successfully gain the Certificate IV Building & Construction (Contract Administration), participants will need to complete 15 units consisting of 9 compulsory units and 6 elective units as outlined in this brochure.

<b>Class Times</b>	Wednesdays 6.00pm to 9.00pm (fortnightly)
<b>Venue</b>	CTCS – Bacchus Marsh training room Level 1, The Business Block 11B Gell Street Bacchus Marsh

Date	Unit Code	Unit Title
16.06.10	BSBSMB405A	Monitor and manage small business operations
	BSBITU201A	Produce simple word processed documents
30.06.10	BSBPMG407A	Apply risk management techniques
14.07.10	CPCBC4003A	Select and prepare a construction contract
28.07.10	BSBITU202A	Create and use simple spreadsheets
	CPCBC4016A	Administer a construction contract
11.08.10	CPCBC4026A	Arrange building applications and approvals
25.08.10	CPCBC4012A	Read and interpret plans and specifications
08.09.10	CPCBC4007A	Plan building or construction work
22.09.10	CPCBC4006A	Select, procure and store construction materials for low rise projects.
06.10.10	CPCBC4029A	Apply construction information to the sales process
	CPCBC4032A	Apply contract law to sales processes
20.10.10	CPCBC4031A	Process client requirements
03.11.10	BSBOHS201A	Participate in OHS processes
17.11.10	CPCBC4024A	Resolve Business Disputes
01.12.10	Final date for assessment submission	

**Please note: This course schedule is subject to change**