



BLUEDOGTRAINING

CPCCB4003

Select, prepare and administer a construction contract

Disclaimer

This Student Course Information contains information that is correct at the time of printing. Changes to legislation, government programs and/or [Blue Dog Training](#) policies may impact on the currency of information included. [Blue Dog Training](#) reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting [Blue Dog Training](#).

This document has been prepared as a resource to assist students to understand their obligations and also those of [Blue Dog Training](#). Please carefully read through the information contained in this document. In addition to this document all students need to read, understand, be familiar with, and follow the policies and procedures outlined in the [Blue Dog Training](#) Student Handbook



Course Information Booklet



For assistance, please contact your trainer on:  (07) 3166 3970  building@bluedogtraining.com.au



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Introduction

Thank you for expressing an interest in the short course, which comprises the unit of competency *CPCBC4003 Select, prepare and administer a construction contract*.

This unit of competency specifies the skills and knowledge required to select, prepare and administer contracts for commercial and residential construction projects. It includes contract selection, administration of a range of documents related to the contract and identifying causes of breach of contract. It applies to National Construction Code (NCC) classifications:

- Residential - Class 1 and 10 buildings, maximum two storeys
- Commercial - Class 2 to 9, Type C only constructions.

It applies to builders, estimators and project and site managers who interpret complex documents and communicate clearly and succinctly during contract negotiations. This unit of competency is a mandatory component of the following Queensland Building and Construction Commission (QBCC) licences.

- Builder restricted to shopfitting
- Builder restricted to kitchen, bathroom and laundry
- Builder restricted to special structures (signs)
- Builder restricted to structural landscaping

Further details regarding the requirements for these specific license classes can be found in the document - *Technical qualifications for licensing* available at [Technical qualifications for QBCC licensing: \(epw.qld.gov.au\)](http://epw.qld.gov.au).

The training you will undertake for this course is nationally accredited training. On successful completion of the course, a Statement of Attainment will be issued to you through Blue Dog Training. This unit of competency may also be used as an elective unit of competency in the qualification *CPC40120 - Certificate IV in Building and Construction (Building)*.

Please take time to read the information in this document as it is very important you select the right course for you.

Course Details

The Blue Dog Training flexible course structure allows you to fit your study into your work, family and social commitments. Completion of the course will require you undertake a range of activities/tasks including:

- Undertake directed self-paced research and study
- Complete and submit the assessment activities outlined in the Assessment Workbook developed for this unit of competency
- Undertake an assessment conversation with a Blue Dog Training assessor.

Under fee-for-service arrangements you can commence your course at any time throughout the year. Under industry funding arrangements the timelines for enrolment and completion are linked to the funding cycle which applies to your enrolment. These details will be explained to you prior to acceptance of your enrolment.

The length of the course is 50 nominal hours. It is expected you will complete the course within five (5) weeks from enrolment.

You have a maximum of three (3) submission attempts to successfully complete the assessment activities for this course. If you are not deemed competent after the third attempt, you will be



required to re-enrol in the program.

Resources

Resources you will require for the course are:

- Computer and printer
- Internet access for research and information
- Access and application of Microsoft office word and adobe pdf reader is essential. (Excel or similar software is not essential; however, it may be beneficial to the learner during self-directed research activities to process and manage information)
- Commitment and environment conducive to self-paced study.

Training Costs

The cost of your course will depend on whether your training and assessment is being subsidized by Construction Skills Queensland (CSQ) or if you are undertaking the course on a fee-for-service basis.

Please note, places for CSQ subsidized training are limited and available on a 'first come first served' basis.

1. Fee-For-Service

The cost of this course under fee-for-service arrangements is **\$373**. This amount must be paid at enrolment.

2. Construction Skills Queensland Subsidy



The CSQ Short Courses program provides funding for the up-skilling and cross-skilling of eligible workers in the building and construction industry.

This training focuses on assisting workers to adapt to safety, licensing and regulatory requirements as well as to changing job requirements brought about by new products, processes, methodologies, consumer demands and technologies.

CSQ recognises this training provides existing workers, industry workers currently out of work or between jobs, and business owners with flexible solutions to update their skills and knowledge in specific and targeted areas.

It also provides opportunities to progress careers and move within the industry as well as enhancing individual efficiency and business productivity.

Under this program CSQ contributes to the cost of the training at a value set by CSQ. What this means for you for this course is:

- If you are currently working in the Queensland building and construction industry you may be eligible to have your course cost subsidized by CSQ
- If you are eligible for funding CSQ will contribute **\$273** towards the cost of your course, reducing your student fee to **\$100**; and
- The \$100 student fee must be paid at enrolment.



Under the CSQ Short Courses program **Eligible Participant** means:

- a) A participant who has the right to work in Australia and is an eligible worker or unemployed eligible worker in Queensland.

AND MUST NOT:

- b) Be an employee of an Authority (Employees of Local Councils are acceptable)
- c) Be currently enrolled and participating in a Queensland secondary school program (School base apprentices and trainees are acceptable)
- d) Be a contracted trainer or assessor or existing worker of a registered training organisation (RTO)
- e) Be funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program
- f) Be a participant seeking Verification of Competency (or Determination of Competency) services.

No Fees for eligible apprentices and trainees

Under the CSQ Apprentice Advance Loading if you are an eligible apprentice or trainee student fees **DO NOT** apply as the CSQ covers the full participant cost.

To be eligible to receive the Apprentice Advance Loading, you must be:

- An apprentice or trainee undertaking an CSQ approved apprenticeship or traineeship or
- An eligible worker or unemployed eligible worker in the first year out of your CSQ approved apprenticeship or traineeship and you must commence training within 365 days of the completion date in DELTA
- A cancelled apprentice or trainee who was undertaking a CSQ approved apprenticeship or traineeship that has been cancelled and you are currently accessing State Government funding to complete your institution based training

Definitions for terms used throughout this program can be found at:

<https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

Authenticity of Assessment

The assessment work you submit as evidence of your knowledge, skills and experience must be completed by you and not anyone else.

Blue Dog Training's assessment judgement processes will enable this authenticity to be confirmed through the final discussion that a Blue Dog Training assessor will have with you once your assessment evidence has been submitted and reviewed.

This discussion takes the form of a 'competency conversation' and is designed to confirm, through open-ended questions, how you have applied your knowledge and skills related to the evidence you have provided.

Once it has been conducted it enables the Blue Dog Training assessor to make their professional judgement knowing that all of the 'Rules of Evidence' have been applied.

How Do I Enrol?

Once you have made your decision, you will need to complete the online enrolment form which is available on our website.



Before you enrol, you must read the Blue Dog Training Student Handbook which is available on our website. This Student Handbook provides information about the training services, procedures and policies of Blue Dog Training. As part of the enrolment process, you will be asked to agree to abide by these policies and procedures.

You will need to provide documentation to confirm your identity and if applying for CSQ funding you will need to provide documents to substantiate your eligibility. Details of the documentation you will need to provide are available on the enrolment application.

How Do I Make Payment for My Training?

Payment can be made via Direct Deposit or Credit Card. Further details are available on the enrolment application.

When Can I Start?

Once your application has been processed and your payment receipted, you will receive an email containing your login details.

Staff Contact Details

For further information, please contact our staff below.

Course Administrator/Assessor:	
Phone:	07 3166 3970
Text:	0429 040 229
Email:	building@bluedogtraining.com.au
Availability:	9 am to 5 pm weekdays
Trainer/Assessor:	Adam Cox
SKYPE:	adamcox_training
Phone:	0437 499 430
Email:	adam.cox@bluedogtraining.com.au
Availability:	Monday, Wednesday, Friday: 7:30am to 6:00pm Tuesday, Thursday: 7:30am to 9:00pm Saturday: 8:00am. to 11:00am