



BLUEDOGTRAINING

CPC40110 Certificate IV in Building and Construction (Building)

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

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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 CPC40110 - Certificate IV in Building and Construction (Building) qualification, or priority skill set from this qualification. The training you will undertake for this qualification or priority skill set is nationally accredited training. Your qualification or statement of attainment will be issued through [Blue Dog Training](#).

As this qualification, or priority skill set, is required to meet certain builder registration requirements in various States and Territories, it is essential you check with the relevant authority **BEFORE** you enroll.

For Queensland contact the Queensland Building and Construction Commission at: <http://www.qbcc.qld.gov.au/>

For New South Wales contact NSW Fair Trading at: <http://www.fairtrading.nsw.gov.au>

Please take time to read the information in this document and the [Blue Dog Training](#) Student handbook as it is very important you select the right course for you.

Qualification Details

To achieve this qualification, you must successfully complete 16 units of competency:

- ✓ 13 core units
- ✓ 3 elective units

More information about this qualification, including potential employment pathways, is available at <https://training.gov.au>

Course Details

The [Blue Dog Training](#) flexible on-line course allows you to fit your study into your work, family and social commitments. You work through the course at your own pace, downloading workbooks from our website. A trainer is available to support you every step of the way.

The full course is offered as four clusters and designed so that you complete these sequentially, working through the units of competency which make up each cluster. For each unit of competency, you will receive a learner resource designed to support your learning and knowledge development.

Knowledge based questions, a major project which overlays the entire course and verbal assessment lead by your trainer all form part of your assessment. Some units of competency will require a third-party report.

Throughout the course you will need to gather a portfolio of evidence to support the project component. Evidence may consist of documents, emails, forms, photographs, contracts, schedules, charts, statements and lists. You will be guided through this by your trainer.

You are able to commence your course at any time throughout the year. The course must be completed within 2 years of enrolment, otherwise penalties might apply. Most students are able to complete the course within 40 weeks.

Of course, if you are undertaking a priority skill set rather than the full qualification you will be able to complete this in a shorter period of time, usually around 20 weeks.

The course and skill sets are delivered in partnership with Nicadus Pty and Housemate Products Pty Ltd both of which provide training and assessment services to [Blue Dog Training](#) enrolled students.

Resources

Resources you will require for the course are:

- ✓ Access to a computer, printer and internet
- ✓ Adobe Acrobat Reader <https://get.adobe.com/reader/>



- ✓ A device which will allow you to take photographs
- ✓ The Australian Building Codes Board, National Construction Code 2016, Volume 2, which is available as a free download at <http://www.builderassist.com.au/wp-content/uploads/2016/02/NCC2016-BCA-Volume-Two.pdf>
- ✓ Workbooks which you will be able to access on-line from the [Blue Dog Training](#) website.

Course Program

Progression Point 1: Pre-contract		
CPCBC4009B	Apply legal requirements to building and construction projects	Core
CPCBC4012B	Read and interpret plans and specifications	Core
CPCBC4004A	Identify and produce estimated costs for building and construction projects	Core
CPCBC4003A	Select and prepare a construction contract	Core
BSBLDR403	Lead Team Effectiveness	Elective*
Progression Point 2: Contract		
CPCBC4002A	Manage occupational health and safety in the building and construction workplace	Core
CPCBC4007A	Plan building or construction work	Core
CPCBC4005A	Produce labour and material schedules for ordering	Core
BSBSMB406A	Manage small business finances	Core
CPCBC4016A	Administer a construction contract	Elective*
Progression Point 3: Construction A		
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects	Core
CPCBC4008B	Conduct onsite supervision of building and construction projects	Core
CPCBC4006B	Select, procure and store construction materials for low rise projects	Core
CPCBC4024A	Resolve business disputes (Compulsory elective for NSW)	Elective*
Progression Point 4: Construction B		
CPCBC4010B	Apply structural principles to residential low rise constructions	Core
CPCBC4011B	Apply structural principles to commercial low rise constructions	Core
CPCBC4018A	Apply site survey and set out procedures to building and construction projects (Compulsory elective for NSW)	Elective*
BSBSMB401	Establish legal and risk management requirements of small business	Elective*

If you choose the QLD Low Rise course, you will need to select three of the available elective* units of competency. Refer to the enrolment form for more information. Please note there are two compulsory electives for New South Wales.

Details of how the course is structured for the priority skill sets are provided in Appendix 1.

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. BDT's assessment judgement processes will enable this authenticity to be confirmed through the final discussion that a BDT Trainer and 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 BDT assessor to make their professional judgement knowing that all of the 'Rules of Evidence' have been applied.

Training Costs

The cost of your training will depend on whether or not your training is being subsidised by government or industry or if you are undertaking the course on a fee-for-service basis.

To be eligible for subsidized training you will need to meet eligibility criteria determined by Construction Skills Queensland.

Places for subsidised training are limited and available on a 'first come first served' basis.

1 Fee-for Service

Category	Units of Competency	Amount
QLD Builder Low Rise (Full qualification)	16	\$5,600 (\$350 per unit)
NSW Builder (Full qualification)	16	\$5,600 (\$350 per unit)
Site Supervisor Builder Low Rise	10	\$3,500 (\$350 per unit)
Builder restricted to Shop fitting	9	\$3,150 (\$350 per unit)
Builder restricted to Kitchen, Bathroom & laundry installation Builder Restricted to Special Structures Builder restricted to Structural Landscaping	7	\$2,450 (\$350 per unit)
Swimming Pool Construction, Installation & Maintenance (Construction/Installation)	8	\$2,800 (\$350 per unit)

Payment arrangements for participants enrolled in the full qualification on a fee-for-service basis are:

Payment	Payment Points	Amount
First payment	At the time of enrolment	\$1,500
Second payment	Required prior to commencing progression Point 2	\$1,500
Third payment	Required prior to commencing progression Point 3	\$1,300
Fourth payment	Required prior to commencing progression Point 3	\$1,300

Fee-for-service payment arrangements for completion of a specific priority skill set are outlined in Appendix 1.



2 Industry Subsidy: Construction Skills Queensland (CSQ) – Higher level Skills (General Construction) Program



As a CSQ Registered Training Supplier (RTS) Blue Dog Training is proud to be able to offer this qualification under the CSQ Higher Level Skills (General Construction) program. This program is targeted to existing workers in the building and construction industry.

If you are currently working in the Queensland building and construction industry, you may be eligible for CSQ funding to undertake this course.

If you are eligible for funding, CSQ will contribute up to \$5,670 towards the cost of your qualification, reducing your student fee to \$1,500. The full student fee amount must be paid on enrolment.

If you successfully complete all units by the progression point due dates and complete the whole qualification within 2 years, this fee will be reimbursed to you.

To be an eligible participant for this program you must meet the following criteria:

a) You must be:

- ✓ An existing worker* in the building and construction industry; and
- ✓ An eligible worker**; or
- ✓ an apprentice in the 3rd or 4th year of the apprenticeship
- ✓ An unemployed eligible worker***

b) And you must be:

- ✓ An Australian or New Zealand citizen; or
- ✓ A permanent resident of Australia; or
- ✓ A holder of a refugee or humanitarian visa

c) And you must:

- ✓ Permanently reside in Queensland; or
- ✓ Be permanently employed in Queensland.

Definitions:

- ✓ *An **existing worker** is a current employee in the Building and Construction Industry who has a one month or more employment relationship with their employer. The working relationship can be built up through full-time, part-time or casual employment or engagement as a contract worker.
- ✓ **An **eligible worker** has the same meaning as the *Building and Construction Industry (Portable Long Service Leave) Act 1991* as amended from time to time.
- ✓ ***An **unemployed eligible worker** is a person who has been unemployed for a period of no greater than 6 months that would otherwise meet the requirements of an Eligible Worker.

You are NOT an eligible participant for this program if you:

- ✓ Are an employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor)
- ✓ Are currently enrolled and participating in a Queensland secondary school program (excluding a school-based apprentice or trainee)
- ✓ Are a contracted trainer and assessor or existing worker of an RTO
- ✓ Have previously been funded under this program in the same program period



Further information regarding the CSQ Short Courses General Construction program can be found at <http://www.csq.org.au/about-csq>

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 form.

How do I enrol?

Once you have made your decision, you will need to complete an 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.

To confirm your eligibility for CSQ funding, you will need to provide **at least one item** from each of the columns below.

Proof of Citizenship/ Permanency *	Proof of Qld Residency *	Proof of Employment * (if applicable)	Proof of Concession (if applicable)
Green Medicare Card	Qld Driver's Licence	Letter from Employer (Template available)	Healthcare Card
Australian Passport	Rates/Utilities Bill	Payslips	Pensioner Card
New Zealand Passport	QLD bank Statement	Invoices showing your name, business name, dates, ABN & tasks completed.	Evidence of Adult Prisoner
Permanent Residency Visa	QLD Vehicle Registration Certificate		Proof of Aboriginal / Torres Strait Islander descent

When can I start?

Once your application has been processed and your payment receipted, you will receive an email containing your login details. You will then be contacted by your trainer within 1-3 business days.

Staff Contact Details

For further information, please contact our staff below.

Course Administrator:	Meg Ferrier
Phone:	07 3166 3970
Text:	0412 079 001
Email:	building@bluedogtraining.com.au
Availability:	7:30 am to 4:00 pm weekdays

Trainer/Assessor:	Adam Cox
SKYPE:	adamcox_training
Phone:	0437 499 430
Email:	building@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



Course Program and Fee-for-Service Payment Arrangements for partial completion of the qualification/priority skill set.

Course Structure

Progression Point 1 (\$1,500)					
Code	Name	Site Supervisor (Low Rise)	Shop fitting	*Swimming Pool	**Other
BSBSMB401	Establish legal and risk management requirements of small business (Elective)			x	
CPCBC4009B	Apply legal requirements to building and construction projects (Core)	x	x	x	x
CPCBC4012B	Read and interpret plans and specifications (Core)	x			
CPCBC4004A	Identify and produce estimated costs for building and construction projects (Core)		x	x	x
CPCBC4003A	Select and prepare a construction contract (Core)		x	x	x
CPCBC4002A	Manage occupational health and safety in the building and construction workplace (Core)	x	x	x	x
CPCBC4007A	Plan building or construction work (Core)	x			
BSBLDR403	Lead Team Effectiveness (Elective)	x			
BSBSMB406A	Manage small business finances (Core)		x	x	x
Progression Point 2 (\$700)					
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects (Core)	x	x		
CPCBC4018A	Apply site surveys and set out procedures to building and construction projects (Elective)	x			
CPCBC4008B	Conduct on-site supervision of building and construction projects (Core)	x	x	x	x
Progression Point 3 (\$1,300 or \$950 or \$250)					
CPCBC4006B	Select, procure and store construction materials for low rise projects (Core)		x	x	x
CPCBC4010B	Apply structural principles to residential low rise constructions (Core)	x			
CPCBC4011B	Apply structural principles to commercial low rise constructions (Core)	x	x		
Units of competency		10	9	8	7

*Swimming Pool refers to Swimming Pool Construction, Installation & Maintenance (Construction/Installation)

**Other refers to a Builder Restricted to Kitchen, Bathroom and Laundry or Builder Restricted to Structural Landscaping or Builder Restricted to Special Structures.

Fee-for-service payment arrangements for undertaking a priority skill set are as follows:

Payment	Payment Points	Amount
First payment	At the time of enrolment	\$1,500
Second payment	Required prior to commencing progression Point 2	\$700
Second payment	Required prior to commencing progression Point 3	Reconciliation first 2 payments and the units of competency to be completed for Progression Point 3, at \$350 per unit of competency.

If the full skill set is not required, fee-for-service payment arrangements on a case by case basis can be negotiated at \$350 per unit of competency.