



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.

MAIN FLOOR



LOFT



Course Information Booklet

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



Table of Contents

Introduction	3
Qualification Details.....	3
Course Details	3
Resources	4
Course Program	4
Authenticity of Assessment	5
Training Costs.....	5
How Do I Enrol?	7
How Do I Make Payment for My Training?	8
When Can I Start?	7
Staff Contact Details.....	8



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 enrol.

- ✓ For **Queensland** contact the Queensland Building and Construction Commission (QBCC) 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.

Under fee-for service arrangements you can commence your course at any time throughout the year. If you are undertaking the qualification it is expected it will be completed within 2 years of enrolment, otherwise penalties might apply.

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.

Experience has shown that most students are able to complete the qualification 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, usually around 20 weeks.



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		
CPCCB4009B	Apply legal requirements to building and construction projects	Core
CPCCB4012B	Read and interpret plans and specifications	Core
CPCCB4004A	Identify and produce estimated costs for building and construction projects	Core
CPCCB4003A	Select and prepare a construction contract	Core
BSBLDR403	Lead Team Effectiveness	Elective*
Progression Point 2: Contract		
CPCCB4002A	Manage occupational health and safety in the building and construction workplace	Core
CPCCB4007A	Plan building or construction work	Core
CPCCB4005A	Produce labour and material schedules for ordering	Core
BSBSMB406A	Manage small business finances	Core
CPCCB4016A	Administer a construction contract	Elective*
Progression Point 3: Construction A		
CPCCB4001A	Apply building codes and standards to the construction process for low rise building projects	Core
CPCCB4008B	Conduct onsite supervision of building and construction projects	Core
CPCCB4006B	Select, procure and store construction materials for low rise projects	Core
CPCCB4024A	Resolve business disputes (Compulsory elective for NSW)	Elective*
Progression Point 4: Construction B		
CPCCB4010B	Apply structural principles to residential low rise constructions	Core
CPCCB4011B	Apply structural principles to commercial low rise constructions	Core
CPCCB4018A	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 Queensland Low Rise course, you will need to select three (3) 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 course.

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.

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.

Training Costs

The cost of your training will depend on whether your training is being subsidised by industry or if you are undertaking the course on a fee-for-service basis.

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

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

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

**STRONGER FUTURES
IN CONSTRUCTION**

There are two(2) funding sources for this qualification available through Construction Skills Queensland (CSQ).

2.1 Higher Level Skills (General Construction) Program

The CSQ Higher Level Skills (General Construction) program is targeted to existing workers in the building and construction industry and:

- ✓ 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. **Please note the full student fee amount - \$1,500 - must be paid on enrolment.**
- ✓ If you successfully complete all units of competency by the progression point due dates AND successfully complete the full qualification within the period of the CSQ funding cycle which applies to your enrolment, you may be eligible to have your \$1500 student fee reimbursed. The timelines for completion will be provided to you prior to acceptance of your enrolment.

Participant Eligibility

For the purpose of eligibility, participants must meet the following criteria:

1. MUST BE:

- a) An Eligible Worker; and
- b) An Existing Worker, including relevant clerical, administration and professional staff; or
- c) An Unemployed Eligible Worker.

2. AND MUST BE:

- e) an Australian or New Zealand citizen; or
- f) a permanent resident of Australia; or
- g) a refugee and humanitarian visa holder.

3. AND MUST:

- h) Permanently reside in Queensland; or
- i) Be permanently employed in Queensland.

For details of non-eligible participants under this program please refer to **Appendix 2**.

Definitions for terms used throughout this program can be found at: <https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

2.2 Apprentice Advance Plus - Higher Level Skills (General Construction) Program

The CSQ Apprentice Advance Plus Higher-Level Skills (General Construction) program is targeted to apprentices during their apprenticeship and in the first year following completion of their apprenticeship. The program is designed to assist apprentices to be competitive in the market, complete their apprenticeship; and gain licenses essential to future work.

Under this program CSQ contributes the full cost of training – there are **no student fees** to be paid by participants. You may incur non-training related costs such as personal protective equipment and other resource cost. Details of these will be provided to you, if they are required.



Participant Eligibility

For the purpose of eligibility, participants must meet the following criteria:

1. MUST BE:

- a) an Australian or New Zealand citizen; or
- b) a permanent resident of Australia; or
- c) a refugee and humanitarian visa holder.

2. AND MUST

- d) permanently reside in Queensland; or
- e) be permanently employed in Queensland.

3. AND MUST BE:

- f) a current active Apprentice in Queensland undertaking a Recognised Apprenticeship, who is in the 3rd or 4th year of their Apprenticeship; or
- g) an Existing Worker or Unemployed Eligible Worker in the first year out of their Recognised Apprenticeship who must commence training within 365 days of the completion date in DELTA: or
- h) a cancelled Apprentice who was in their 3rd or 4th year undertaking a Recognised Apprenticeship that has been cancelled and they are currently accessing State Government funding to complete their institution - based training; or
- i) a current active Apprentice in Queensland undertaking a Recognised Apprenticeship who is in the 3rd or 4th year of their Apprenticeship who is working on a major project
- j) an Existing Worker in the first year out of their recognised Apprenticeship who must commence training within 365 days of the completion date in DELTA who is working on a major Project.

For details of non-eligible participants under this program please refer to **Appendix 2**.

Definitions for terms used throughout this program can be found at: <https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

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.

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 form.

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.

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



Appendix 1

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	
CPCCBC4009B	Apply legal requirements to building and construction projects (Core)	x	x	x	x
CPCCBC4012B	Read and interpret plans and specifications (Core)	x			
CPCCBC4004A	Identify and produce estimated costs for building and construction projects (Core)		x	x	x
CPCCBC4003A	Select and prepare a construction contract (Core)		x	x	x
CPCCBC4002A	Manage occupational health and safety in the building and construction workplace (Core)	x	x	x	x
CPCCBC4007A	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)					
CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects (Core)	x	x		
CPCCBC4018A	Apply site surveys and set out procedures to building and construction projects (Elective)	x			
CPCCBC4008B	Conduct on-site supervision of building and construction projects (Core)	x	x	x	x
Progression Point 3 (\$1,300 or \$950 or \$250)					
CPCCBC4006B	Select, procure and store construction materials for low rise projects (Core)		x	x	x
CPCCBC4010B	Apply structural principles to residential low rise constructions (Core)	x			
CPCCBC4011B	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.



Details of non-eligible participants

Construction Skills Queensland – Higher Level Skills (General Construction) Program

Non eligible participant under the Program

- a) An Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor).
- b) Eligible under the Apprentice Advance Plus Program as:
 - i. A current active apprentice or trainee in Queensland as defined by the Act who is undertaking a Recognised Apprenticeship or Traineeship
 - ii. An Existing Worker or Unemployed Eligible Worker in the first year out of their recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA; or
 - iii. A cancelled apprentice or trainee who was undertaking a recognised Apprenticeship or Traineeship that has been cancelled and are currently access State Government funding to complete their institution-based training.
- c) Currently enrolled and participating in a Queensland secondary school program;
- d) A contracted trainer or assessor or existing worker of an RTO;
- e) Previously funded under this Program in the same Contract Term;
- f) Funded by an Authority or such other source for the delivery of the same Training being undertaken as part of this Program; or
- g) Other individuals that do not meet Participant Eligibility as outlined in this document.

Construction Skills Queensland – Apprentice Advance Plus - Higher Level Skills (General Construction) Program

Non eligible participant under the Program

- a) An Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor).
- b) Currently enrolled and participating in a Queensland secondary school program;
- c) A contracted trainer or assessor or existing worker of an RTO;
- d) Previously funded under this Program in the same Contract Term;
- e) Funded by an Authority or such other source for the delivery of the same training being undertaken as part of this program; or
- f) Other individuals that do not meet Participant Eligibility as outlined in this document.