CPC40208 Certificate IV in Building and Construction (Contract Administration)

National ID: CPC40208 | State ID: W606

About this course

This qualification is designed to meet the needs of contract administrators and clerical support personnel working in small to medium-sized organisations. Participants will learn about Contract Law, and the Building Codes and Standards, providing them with the practical skills and knowledge to:

- Prepare and administer a construction contract
- Ensure compliance with contract provisions
- Sourcing and procuring project resources
- Apply risk management
- Process client requirements
- Issue construction reports
- Quality and risk management
- Workplace safety processes
- Building applications and approvals
- Interpret plans and specifications

Not all study modes are offered at all campuses. Please check with your local campus for study modes and elective units offered.
Overview

Available all year round, 2019

Bunbury - Traineeship - Workplace

When: Available all year round

How:

Entrance requirements

<table>
<thead>
<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
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<tbody>
<tr>
<td>C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8</td>
<td>C Grades in Year 11 English and Maths or equivalent</td>
<td>Certificate II or Certificate III</td>
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Study pathway
Traineeship/Apprenticeship

Job opportunities

Occupational titles may include:

- Contract administrator
- Clerical support

Fees and charges

Please contact the college to receive an indicative price for this course.

South Regional TAFE’s indicative fees for 2019 are available at the link: www.southregionaltafe.wa.edu.au/futurestudents/feespaymentoptions

These fees are indicative for local students enrolling full-time in government funded courses in 2017. Your fees will be calculated from your individual circumstances at the time of enrolment. Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges
VET Student Loan
Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see [http://studyassist.gov.au/sites/StudyAssist/](http://studyassist.gov.au/sites/StudyAssist/)
(Opens in a new window )

For information on the VET Student Loan process at South Regional TAFE please see [http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans](http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans)

International students
Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website [www.tafeinternational.wa.edu.au/courses](http://www.tafeinternational.wa.edu.au/courses)

Please note, fees are subject to change.