



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

Study modes and durations differ depending on your local campus. Please check with your local campus for more information.

Overview

Available Semester 1 & Semester 2, 2020

Bunbury - Flexible, Traineeship



Duration: **1 Semester/s**



When: **Available Semester 1 & Semester 2**



How: **F
Traineeship
Flexible**

Entrance requirements

School Leaver

Non-School Leaver

AQF

C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8

C Grades in Year 11 English and Maths or equivalent

Certificate II or Certificate III

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 may apply.

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/> (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>

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

Please note, fees are subject to change.