



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

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online and classroom based training delivery, as well as practical and work experience placements.

While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.

The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.

South Regional TAFE will provide students with adequate support to work in online environments where necessary.

Available Semester 1 & Semester 2, 2020

Bunbury - Flexible, Traineeship



Duration: **1 Semester/s**



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



How: **F
Traineeship
Flexible**

Units

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

Core

National ID	Unit Title
CPCCB4003A	Select and prepare a construction contract
CPCCB4006B	Select, procure and store construction materials for low rise projects
CPCCB4012B	Read and interpret plans and specifications

National ID	Unit Title
CPCCBBC4016A	Administer a construction contract
CPCCBBC4026A	Arrange building applications and approvals
CPCCBBC4029B	Apply construction information to the sales process
CPCCBBC4031A	Process client requirements
CPCCBBC4032A	Apply contract law to sales processes
BSBOHS201A	Participate in OHS processes

Elective

National ID	Unit Title
BSBLDR403	Lead team effectiveness
BSBMGT403	Implement continuous improvement
BSBPMG411	Apply project quality management techniques
BSBPMG415	Apply project risk management techniques
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets

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. 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.