



**Master
Builders
Association**
New South Wales

CPC50220 DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING)

INFORMATION BROCHURE

OVERVIEW

Master Builders Association of NSW Pty Ltd (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meet national industry standards.

The **CPC50220 Diploma of Building and Construction (Building)** course offered by Master Builders is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients. It is designed to improve business skills and technical knowledge to successfully manage a building and construction business and projects.

Participants will be assessed against skills and knowledge that meet current industry requirements for the building sector in medium rise projects. Industry requires that all units of competency be undertaken in a real or accurately simulated workplace environment.

This qualification provides an outcome in building and construction, covering residential and commercial work. Upon successful completion you will achieve qualification **CPC50220 Diploma of Building and Construction (Building)** or a Statement of Attainment for units deemed competent.

ENROLMENT

You will be required to provide evidence of meeting entry requirements upon enrolment, including any transcripts you have achieved from any prior training.

On enrolment, you will be required to provide copies of:

- Drivers licence (photo ID with address)
- Green Medicare Card or Passport
- A valid White Card

Participants will require sufficient language, literacy, and numeracy skills to be able to engage in this qualification. This course will take between 16 – 24 months to complete with a study commitment of 10-15 hours per week if you hold the CPC40120 Certificate IV in Building and Construction qualification. If you do not hold this, this qualification may take up to three (3) years to complete.

WHAT DO I NEED TO STUDY ONLINE?

This course includes online resources and assessments; therefore, it is essential that you have access to a modern computer, laptop or tablet (Windows Operating System) with internet access, Adobe Reader and a smart phone to assist in gathering evidence. You are required to have basic computer skills, including the ability to:

- Use Microsoft Office programs or similar
- Use internet to access information and research
- Use email and other communication tools
- Save documents and evidence in folders
- Download and upload assessment items

ENTRY REQUIREMENTS

To be eligible for this course, you must meet the Mandatory Requirements below. We also provide recommendations that we suggest you also meet, to ensure you give yourself the best chance of completing the program.

Mandatory Requirements

- **Employment** – You must be currently working in a building and construction role, and in the period of your course enrolment, you will have access to at least one residential and each of the below commercial building projects (up to three storeys) with some below ground construction for:
 - Residential: Class 1 & 10
 - Commercial: Class 2, 3 or 9, Type C
 - Commercial: Class 5, 6, 7 or 8, Type C
 - Commercial: Class 2 to 9, Type B
- **Site Access** – A valid White Card (General Construction Induction Card)
- **Reference** – You can provide details of a current reference (builder, supervisor or manager) who can verify your current employment
- **Computer Skills** – Intermediate computer skills, access to a computer with internet and Microsoft Office (or similar).

Recommendations

- **Experience** – At least two (2) years of recent building and construction experience is recommended, ideally including supervisory exposure on medium rise projects.
- **Entry Quiz** – Completing a short self-assessment quiz is encouraged to help identify your current knowledge and study readiness (not mandatory).
- **Prior Study** – completion of CPC40120 Certificate IV in Building and Construction to provide a solid foundation
- **Apprentices** – Apprentices should have completed at least two (2) years of their formal trade training before enrolling.

This course has been designed to meet part of the Building Commission NSW criteria to apply for a Building Licence. Building Commission NSW have specific criteria in addition to this qualification.

Visit the Building Commission NSW website for further information [Building Commission NSW](https://www.bcm.nsw.gov.au/).

SMART AND SKILLED

This training may be subsidised by the NSW Government under the Smart and Skilled initiative. If you are eligible for the government subsidy, your student fee will be determined by the NSW Government.

Smart and Skilled prices are subject to funding availability. Fees and funding will be confirmed once we have received your successful application.

To be eligible, you must also meet the following Smart and Skilled eligibility criteria:

- You live or work in NSW
- You are an Australian citizen or permanent resident or a humanitarian visa holder, or a New Zealand citizen
- Over 15 years old and no longer attending school

COURSE STRUCTURE

The course is designed to be delivered in twenty three (23) subjects, containing nationally recognised Units of Competency.

It is assumed that you already hold qualification CPC40120 Certificate IV in Building and Construction or equivalent units. If you do not hold this qualification, you will also be required to undertake the Certificate IV units first. Where you already hold equivalent units from CPC40120, this course may be completed within an approximate 16 month period.

The course is conducted online, via our online learning platform with interactive sessions available on weekday afternoons and evenings for each subject. Sessions are accessed via the online portal.

Each online session will be presented by our industry expert trainers within a virtual classroom environment.

Participant course work includes:

- learner notes
- online lessons
- project work
- research that the participant may undertake

It is recommended that you complete at least one subject per month and dedicate 10-15 hours per week to complete within the required timeframe. Assessments must be submitted in a timely manner so that feedback can be provided and course can finalised within four weeks of completing all course requirements.

The course is described below, including the units of competency applicable to each subject. You can commence the course with any subject, however we recommend that you begin with WHS and Risk Management, where possible. To achieve the **CPC50220 Diploma of Building and Construction (Building)**, you will need to successfully complete all subjects.

Online tutorial sessions will also be made available to support you in completing subjects.

RESOURCES REQUIREMENTS

The online tutorial pathway will require you to have access to at least the below items:

- Computer with internet to access:
 - Online learning materials & courseware
 - Assessment materials
 - Online, interactive tutorial sessions
- Currently working in the building and construction industry and have access to company policies and procedures and any standard forms / contracts used in building and construction.
- NCC and Australian Standards
- Medium rise project plans and specifications

ASSESSMENT METHOD

You will be required to complete your assessment activities online, including sections for:

- Knowledge questions
- Practical projects

The knowledge questions are a series of questions designed to be answered comprehensively. These questions relate to different units within the qualification and assess understanding of tasks and processes within the construction industry.

The practical projects are based on simulated building and construction projects. They draw upon your skills in the subject area and encourage you to apply these skills in your own workplace. These tasks include documentary evidence, whereby the completion of forms / contracts and other related documents are required to be uploaded into your online learning portal. Detailed instructions of evidence required and tasks to be undertaken are included in the online portal.

Assessments are to be submitted online (via the portal). Assessment activities may require you to have access to:

- National Construction Code
- Australian Standards
- Company safety documentation
- Project plans and specifications
- Tenders and other medium rise project plans

Once your assessment has been submitted, your trainer / assessor will enter feedback and your results online. You will be notified by email accordingly.

An MBA Customer Service representative will assist you in getting started in our online platform and provide ongoing support during your enrolment. We are available between 8:30am and 5:00pm via phone and email, plus two (2) evenings per week between 4:00pm and 7:00pm for online trainer support for enrolled students.

FEES AND SUBSIDIES

Smart and Skilled fees will be reduced where you are eligible for Credit Transfer due to holding equivalent units or doing some units via RPL.

A general guide to fees for this qualification pathway is:

Smart and Skilled Subsidised	
If you do not hold previous qualification	Up to \$7,310
If you hold a previous qualification	Up to \$8,220
All Diploma units (you don't hold CPC40120)	
Master Builders Member Rate	\$5,815
Non-Member Rate	\$6,240

MBA does not accept more than \$1,500 in advance of service being provided. Please refer to website for fees.

COURSE STRUCTURE

In order to successfully achieve the **CPC50220 Diploma of Building and Construction (Building)**, participants must be assessed as competent in twenty-seven (27) units of competency. The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY
BSBOPS504	Manage business risk
BSBWHS513	Lead WHS risk management
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
CPCCBC4003	Select, prepare and administer a construction contract
CPCCBC4004	Identify and produce estimated costs for building and construction projects
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC4008	Supervise site communication and administration processes for building and construction projects
CPCCBC4009	Apply legal requirements to building and construction projects
CPCCBC4010*	Apply structural principles to residential and commercial constructions
CPCCBC4012	Read and interpret plans and specifications
CPCCBC4013	Prepare and evaluate tender documentation
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
CPCCBC5001	Apply building codes and standards to the construction process for Type B construction
CPCCBC5002	Monitor costing systems on complex building and construction projects
CPCCBC5003	Supervise the planning of onsite building and construction work
CPCCBC5005	Select and manage building and construction contractors
CPCCBC5007	Administer the legal obligations of a building and construction contractor
CPCCBC5010	Manage construction work
CPCCBC5011	Manage environmental management practices and processes in building and construction
CPCCBC5013	Manage professional technical and legal reports on building and construction projects
CPCCBC5018*	Apply structural principles to the construction of buildings up to 3 storeys
CPCCBC5019	Manage building and construction business finances
Participants are also required to undertake three (3) of the following <u>elective</u> units:	
BSBPMG532	Manage project quality
CPCCBC5004	Supervise and apply quality standards to the selection of building and construction materials
CPCCBC5009	Identify services layout and connection methods for Type C and B construction

Where you already hold qualification in CPC40120 Certificate IV in Building and Construction, you may be able to gain Credit Transfer for equivalent units. Please provide us with a copy of your qualification and transcript upon enrolment.