



**Master  
Builders  
Association**  
New South Wales

# **CPC40120 CERTIFICATE IV IN BUILDING AND CONSTRUCTION (BUILDING) RECOGNITION OF PRIOR LEARNING (RPL)**

## **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 **CPC40120 Certificate IV in Building and Construction**, RPL offered by Master Builders is designed for a Builder occupational outcome and formally recognise skills already gained through on-the-job building and construction related experience by an assessment only process called Recognition of Prior Learning, RPL.

This qualification reflects the role of builders, site managers and managers of small to medium-sized building businesses who apply knowledge of structural principles, codes, standards and legal requirements to Class 1 and 10, to a maximum of two storeys and Class 2 to 9 Type C constructions, and who plan and supervise safe building and construction work, prepare and administer contracts, and who apply quality principles to building and construction projects.

Building relates to construction and Site Management is about managing the factors around construction, such as the deployment of crews with specialised skills (including builders), product compliance, deployment of contract specialised skills, weather and site location.

This qualification provides an outcome in building and construction, covering residential and commercial work. Upon successful completion you will achieve qualification **CPC40120 Certificate IV in Building and Construction** or a Statement of Attainment for units deemed competent.

### WHAT IS RPL?

Recognition of Prior Learning (RPL) is an assessment pathway that has been designed to acknowledge your full range of skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal and informal study, work experience, employment and other life experiences.

Master Builders is committed to helping you get your experience recognised, irrespective of where and how your learning has taken place.

By enrolling into an RPL pathway, you are responsible for access to resources and the range of jobs that are needed to be able to provide required evidence.

This program will require a commitment of approx. 10-15 hours per week and may take approx. 12 months to complete, not including any gap training which will add additional time depending on number of units required.

### ENTRY REQUIREMENTS

To be eligible for this program, you must meet the Mandatory Requirements below to ensure you give yourself the best chance of completing the program.

#### Mandatory Requirements

- **Employment** – You must have at least three (3) years' experience and be currently working in one of the below roles, with project supervisory experience:
  - Site Supervisor / Foreperson
  - Construction Supervisor
  - Construction Project Manager / Leading Hand Builder / Site Manager
- **RPL Projects** – You must have supervisory and/or management experience in at least one residential and two commercial building projects (low-rise, up to two storeys), including:
  - Residential: Class 1 & 10
  - Commercial: Class 2, 3 or 9, Type C
  - Commercial: Class 5, 6, 7 or 8, Type CYour assessments will require project documentation, including stakeholder communication for each project.
- **Site Access** – A valid White Card (General Construction Induction Card)
- **Reference** – You can provide details of a current referee (builder, supervisor or manager) who can verify your current employment, plus any other referee to verify at least three years of employment.
- **Computer Skills** – Intermediate computer skills, access to a computer with internet and Microsoft Office (or similar).
- **Entry Quiz** – On Application, complete a short self-assessment quiz which will help to identify the suitability of an RPL pathway for you.

This RPL pathway has been designed to meet the qualification requirements as 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/).

### RESOURCES REQUIREMENTS

An RPL pathway will require you to have access to the below items:

- Computer with internet access
- Phone or laptop/iPad to gather video and photo evidence of undertaking practical tasks
- Personal Protective Equipment (PPE) for sites
- Company policies and procedures and any standard forms / contracts used in building and construction.
- Project plans, specifications and documentation
- Equipment to carry out site surveying.
- NCC and relevant Australian Standards
- Access to active Low-Rise projects as listed above

### WHAT DO I NEED TO STUDY?

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

### 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 the assessment and to perform workplace tasks such as calculating materials, interpreting building plans and specifications, and recording work outcomes. If you require assistance, please contact us to discuss options available to you.

It is expected that you can complete and submit the assessments and evidence for RPL within 12 months. You will have a further 12 months for the online learning where required. This program will require a study commitment of approx. 10-15 hours per week.

### GAP TRAINING

Upon enrolment, you will be able to review the evidence requirements of each unit of competency and subject. Should you not be able to provide the necessary evidence for RPL, you are able to select 'Training and Assessment' whereby we provide you with resources and project documentation to use.

Gap training or further assessments may be advised on an individual basis and is dependent on your evidence meeting unit requirements. Should you change from RPL to online training, you may be advised of applicable fee adjustments.

### 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
- Australian citizen, permanent resident or a humanitarian visa holder, or a New Zealand citizen
- Over 15 and no longer attending school

### RPL 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.

A portfolio of evidence is to be collected for building projects as outlined in your RPL online assessment. This evidence includes documentary evidence, photos and videos. Detailed instructions of evidence required and tasks to be undertaken are included in the RPL online assessments.

You will be required to provide evidence that meets the requirements of the units for at least one residential projects and two commercial building project. Sample evidence you will be required to provide includes:

- Site safety inspection and SWMS
- Site survey / set out
- Development applications
- Contract of works and insurances
- Project schedules
- Costs of construction
- Material ordering
- Compliance certificates
- Project management correspondence
- Sub-contractor management
- Quality assurance reports
- Progress payment claims
- Contract variations and dispute resolution
- Business and financial management
- Completed documentation relating to projects

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

A general guide to fees for this qualification pathway is:

Smart and Skilled subsidised	
If you do not hold previous qualification	from \$1,230
If you hold a previous qualification	from \$1,430
Indicative pricing without NSW Government Subsidy	
Master Builders Member Rate	\$3,500
Non-Member Rate	\$3,850

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

### RPL STRUCTURE

In order to successfully achieve the **CPC40120 Certificate IV in Building and Construction**, participants must be assessed as competent in nineteen (19) units of competency. The units of competency offered by Master Builders are:

CODE	UNITS OF COMPETENCY
<b>Participants must undertake the following <u>mandatory</u> core units:</b>	
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 Buildings
CPCCBC4002	Manage work health and safety in the building and construction workplace
CPCCBC4007	Plan building or construction work
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
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects
CPCCBC4021	Minimise waste on the building and construction site
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings
<b>Participants are also required to undertake eight (8) <u>elective</u> units:</b>	
BSBPMG422	Apply project quality management techniques
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
CPCCBC4006	Select, procure and store construction materials for building and construction projects
CPCSUS4002	Use building science principles to construct energy efficient buildings
CPCCBC4024	Resolve business disputes
BSBESB407	Manage finances for new business ventures

Elective units have been selected based on Building Commission NSW qualification requirements for a Building Licence. Elective units align with the Building occupational pathway in the qualification packaging rules. This will be reflected in the qualification as:

- CPC40120 - Certificate IV in Building and Construction (Building)