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Introduction

Thank you for expressing an interest in the *CPC40110 - Certificate IV in Building and Construction (Building)* qualification. This qualification has recently been updated by the National Training Register to “CPC40120 – Certificate IV in Building and Construction”. The National Training Register has deemed the new course as equivalent and has provided a transition period until the 27th of November 2022. The Australian Skills Authority (ASQA) has determined that students who will complete their study in a superseded course and be issued with a statement of attainment within the transition period do not need to be transferred to a replacement training product.

The training you will undertake for this qualification is nationally accredited training. Your Qualification or Statement of Attainment will be issued through Blue Dog Training.

Please take time to read the information in this document and the Blue Dog Training Student Handbook as it is very important you select the right course for you.

Licensing

Chances are that if you work in the building industry in Australia, you will need a license.

While this qualification does meet certain licensing/builder registration requirements, it is essential you check with the relevant authority **BEFORE** you enrol. Builder licensing varies across States and Territories and additional requirements may apply.

In addition, there are several classes of “restricted” licenses which do not require completion of the full qualification.

Further information is available as below:

- ✓ For **Queensland**, contact the Queensland Building and Construction Commission (QBCC) at: <http://www.qbcc.qld.gov.au/>
- ✓ For **New South Wales**, contact NSW Fair Trading at: <http://www.fairtrading.nsw.gov.au>

Qualification Details

To achieve this qualification, you must successfully complete 16 units of competency, comprising:

- ✓ 13 core units
- ✓ 3 elective units

More information about this qualification, including potential employment pathways, is available at <https://training.gov.au>

Course Details

Blue Dog Training’s flexible on-line course allows you to fit study amongst your work, family and social commitments. You can work through the course at your own pace, downloading workbooks from our website. A trainer is available to support you every step of the way.

The full course is offered as four clusters and designed to be completed sequentially, working through the units of competency which make up each cluster. For each unit of competency, you will receive a learner resource designed to support your learning and knowledge development. Knowledge-based questions, verbal assessments lead by your trainer, and a major project which overlays the entire course all form part of your assessment.

Some units of competency will require a third-party report.



Throughout the course you will need to gather a portfolio of evidence to support the project component. Evidence may consist of documents, emails, forms, photographs, contracts, schedules, charts, statements and lists. You will be guided through this by your trainer.

Under fee-for-service arrangements, you can commence your course at any time throughout the year. If you are undertaking the qualification it is expected it will be completed within 2 years of enrolment, otherwise penalties might apply.

Under Construction Skills Queensland (CSQ) funding arrangements, the timelines for enrolment and completion are linked to the funding cycle which applies to your enrolment. These details will be explained to you prior to acceptance of your enrolment.

Experience has shown that most students are able to complete the qualification within 12 months.

Of course, if you do not require the full qualification and are undertaking only the units of competency associated with a “restricted” license, you will be able to complete this in a shorter period, usually within 6 months.

Resources

Resources you will require for the course are:

- ✓ Access to a computer, printer and internet
- ✓ Adobe Acrobat Reader <https://get.adobe.com/reader/>
- ✓ Current version of Microsoft Office Word
- ✓ A device which will allow you to take photographs
- ✓ The Australian Building Codes Board, National Construction Code (latest version), which can be accessed at <https://ncc.abcb.gov.au/ncc-online/NCC>
- ✓ Workbooks which you will be able to download from the Blue Dog Training website.



Course Program

Progression Point 1: Pre-contract		
CPCCB4009B	Apply legal requirements to building and construction projects	Core
CPCCB4012B	Read and interpret plans and specifications	Core
CPCCB4004A	Identify and produce estimated costs for building and construction projects	Core
CPCCB4003A	Select and prepare a construction contract	Core
BSBLDR403	Lead Team Effectiveness	Elective*
BSBSMB401	Establish legal and risk management requirements of small business	Elective*
Progression Point 2: Contract		
CPCCB4002A	Manage occupational health and safety in the building and construction workplace	Core
CPCCB4007A	Plan building or construction work	Core
CPCCB4005A	Produce labour and material schedules for ordering	Core
BSBSMB406A	Manage small business finances	Core
CPCCB4016A	Administer a construction contract	Elective*
CPCCB4018A	Apply site survey and set out procedures to building and construction projects (Compulsory elective for NSW)	Elective*
Progression Point 3: Construction A		
CPCCB4001A	Apply building codes and standards to the construction process for low rise building projects	Core
CPCCB4008B	Conduct onsite supervision of building and construction projects	Core
CPCCB4006B	Select, procure and store construction materials for low rise projects	Core
CPCCB4024A	Resolve business disputes (Compulsory elective for NSW)	Elective*
Progression Point 4: Construction B		
CPCCB4010B	Apply structural principles to residential low-rise constructions	Core
CPCCB4011B	Apply structural principles to commercial low-rise constructions	Core

If you choose the Queensland Low-Rise course, you will need to select three (3) of the available elective* units of competency. Refer to the enrolment application form for more information.

Please note there are two (2) compulsory electives for New South Wales course.

Details of how the course is structured for “restricted” licences are provided in **Appendix 1**.



Authenticity of Assessment

The assessment work you submit as evidence of your knowledge, skills and experience must be completed by you and not by anyone else. Blue Dog Training’s assessment judgement processes will enable this authenticity to be confirmed through the final discussion that a Blue Dog Training assessor will have with you once your assessment evidence has been submitted and reviewed.

This discussion takes the form of a ‘competency conversation’ and is designed to confirm, through open-ended questions, how you have applied your knowledge and skills related to the evidence you have provided. Once it has been conducted, it enables the Blue Dog Training assessor to make their professional judgement knowing that all of the ‘Rules of Evidence’ have been applied.

Training Costs

The cost of your training will depend on whether your training is being subsidized by Construction Skills Queensland (CSQ) or if you are undertaking the course on a fee-for-service basis.

To be eligible for subsidized training (i.e. for CSQ to contribute to the cost of your training and assessment services) you will need to meet the eligibility criteria determined by CSQ.

Places for subsidized training are limited and available on a ‘first come, first served’ basis and **CSQ will only fund the full (16 unit) qualification.**

1. Fee-For-Service

Category	Units of Competency	Amount
QLD Builder Low Rise (Full qualification)	16	\$5,600
NSW Builder (Full qualification)	16	\$5,600
Site Supervisor Builder Low Rise	10	\$3,500
Builder Restricted to Shop fitting	9	\$3,150
Builder Restricted to Kitchen, Bathroom and Laundry Builder Restricted to Special Structures Builder Restricted to Structural Landscaping	7	\$2,450

Payment arrangements for participants enrolled in the full qualification on a fee-for-service basis are:

Payment	Payment Points	Amount
First payment	At the time of enrolment application	\$1,500
Second payment	Required prior to commencing progression Point 2	\$1,500
Third payment	Required prior to commencing progression Point 3	\$1,300
Fourth payment	Required prior to commencing progression Point 4	\$1,300

Fee-for-service payment arrangements for completion of the units of competency for “restricted” licences are provided in **Appendix 1.**



2. Construction Skills Queensland Subsidy

There are two (2) funding sources for this qualification available through Construction Skills Queensland (CSQ).

2.1 Higher Level Skills (General Construction) Program

The CSQ Higher Level Skills (General Construction) program is targeted at existing workers in the building and construction industry. What this means is:

- ✓ If you are currently working in the Queensland building and construction industry, you may be eligible to have your qualification subsidized by CSQ through a contribution to the cost of your training and assessment services; and
- ✓ If you are eligible, CSQ will contribute up to \$5,670 towards the cost of your qualification, reducing your student fee to \$1,500. **Please note the full student fee amount (\$1,500) must be paid on enrolment.**
- ✓ If you successfully complete all units of competency by the progression point due dates AND successfully complete the full qualification within the period of the CSQ funding cycle which applies to your enrolment, you may be eligible to have your \$1500 student fee reimbursed. The timelines for completion will be provided to you prior to acceptance of your enrolment.

Participant Eligibility

For the purpose of eligibility, participants must meet the following criteria:

1. MUST BE:

- a) an Eligible Worker, including relevant clerical, administration and professional staff whose employer is part of the building and construction industry; or
- b) an Unemployed Eligible Worker.

2. AND MUST BE:

- e) an Australian or New Zealand citizen; or
- f) a permanent resident of Australia; or
- g) a refugee and humanitarian visa holder.

3. AND MUST:

- h) permanently reside in Queensland; or
- i) be permanently employed in Queensland.

For details of non-eligible participants under this program please refer to **Appendix 2**.

Definitions for terms used throughout this program can be found at: <https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

2.2 Apprentice Advance Plus - Higher Level Skills (General Construction) Program

The CSQ Apprentice Advance Plus Higher-Level Skills (General Construction) program is targeted to apprentices (and trainees) during their apprenticeship (or traineeship) and in the first year following completion of their apprenticeship (or traineeship).

The program is designed to assist apprentices (and trainees) to be competitive in the market and gain licenses essential to future work. Under this program CSQ will provide a subsidy of \$7,088.00 which covers the full cost of training and assessment services. There are no additional student fees to be paid.

Participant Eligibility



For the purpose of eligibility, participants must meet the following criteria:

1. MUST BE:

- a) an Australian or New Zealand citizen; or
- b) a permanent resident of Australia; or
- c) a refugee and humanitarian visa holder.

2. AND MUST

- d) permanently reside in Queensland; or
- e) be permanently employed in Queensland.

3. AND MUST BE:

- f) a current active Apprentice or Trainee in Queensland undertaking a Recognised Apprenticeship or Traineeship, who is in the 3rd or 4th year of their Apprenticeship or Traineeship; or
- g) a current active Apprentice or Trainee in Queensland undertaking a Recognised Apprenticeship or Traineeship, who is in the 3rd or 4th year of their Apprenticeship or Traineeship and working on a Major Project; or
- h) an Eligible Worker, including an eligible Participant who is working on a Major Project or an Unemployed Eligible Worker in the first year out of their Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA; or
- i) a cancelled Apprentice or Trainee who was in their 3rd or 4th year undertaking a Recognised Apprenticeship or Traineeship that has been cancelled and they are currently accessing State Government funding to complete their institution-based training.

- For details of non-eligible participants under this program please refer to **Appendix 2**.
- Definitions for terms used throughout this program can be found at: <https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

How Do I Enrol?

Once you have made your decision, you will need to complete the enrolment process which is available on our website. Before you enrol, you must read the Blue Dog Training Student Handbook which is also available on our website. This Student Handbook provides information about the training services, procedures and policies of Blue Dog Training. As part of the enrolment process, you will be asked to agree to abide by these policies and procedures.

You will need to provide documentation to confirm your identity and, if applying for CSQ funding, you will need to provide documents to substantiate your eligibility. Details of the documentation you will need to provide are available on the enrolment application.

How Do I Make Payment for My Training?

Payment can be made via Direct Deposit or Credit Card. Further details are available on the enrolment application.

When Can I Start?

Once your application has been processed and your payment received, you will be sent an email containing your login details. You will then be contacted by your trainer within 1-3 business days.

Staff Contact Details



For further information, please contact our staff below.

Course Administrator	
Phone:	07 3166 3970
Text:	0412 079 001
Email:	building@bluedogtraining.com.au
Availability:	Monday to Friday: 8:00am to 5:00pm

Trainer/Assessor:	Adam Cox
SKYPE:	adamcox_training
Phone:	0437 499 430
Email:	building@bluedogtraining.com.au
Availability:	Monday, Wednesday, Friday: 7:30am to 6:00pm Tuesday, Thursday: 7:30am to 9:00pm Saturday: 8:00am to 11:00am



Appendix 1

Course Program and Fee-for-Service Payment Arrangements for partial completion of the qualification

Course Structure

Progression Point 1 (\$1,500)				
Code	Name	Site Supervisor (Low Rise)	Shop fitting	*Other
BSBSMB401	Establish legal and risk management requirements of small business (Elective)			
CPCBC4009B	Apply legal requirements to building and construction projects (Core)	x	x	x
CPCBC4012B	Read and interpret plans and specifications (Core)	x		
CPCBC4004A	Identify and produce estimated costs for building and construction projects (Core)		x	x
CPCBC4003A	Select and prepare a construction contract (Core)		x	x
CPCBC4002A	Manage occupational health and safety in the building and construction workplace (Core)	x	x	x
CPCBC4007A	Plan building or construction work (Core)	x		
BSBLDR403	Lead Team Effectiveness (Elective)	x		
BSBSMB406A	Manage small business finances (Core)		x	x
Progression Point 2 (\$700)				
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects (Core)	x	x	
CPCBC4018A	Apply site surveys and set out procedures to building and construction projects (Elective)	x		
CPCBC4008B	Conduct on-site supervision of building and construction projects (Core)	x	x	x
Progression Point 3 (\$1,300 or \$950 or \$250)				
CPCBC4006B	Select, procure and store construction materials for low rise projects (Core)		x	x
CPCBC4010B	Apply structural principles to residential low-rise constructions (Core)	x		
CPCBC4011B	Apply structural principles to commercial low-rise constructions (Core)	x	x	
Units of competency		10	9	7

*Other refers to a Builder Restricted to Kitchen, Bathroom and Laundry or Builder Restricted to Structural Landscaping or Builder Restricted to Special Structures.

Fee-for-service payment arrangements partial completion of the qualification

Payment	Payment Points	Amount
First payment	At the time of enrolment application	\$1,500
Second payment	Required prior to commencing progression Point 2	\$700
Third payment	Required prior to commencing progression Point 3	Reconciliation of first 2 payments and the units of competency to be completed for Progression Point 3, at \$350 per unit of competency.



Appendix 2

Details of Non-Eligible Participants

Construction Skills Queensland – Higher Level Skills (General Construction) Program

Non-eligible participants under the Program are:

- a) an Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor).
- b) eligible under the Apprentice Advance Plus Program as:
 - i. a current active apprentice or trainee in Queensland as defined by the Act who is undertaking a Recognised Apprenticeship or Traineeship
 - ii. an Existing Worker or Unemployed Eligible Worker in the first year out of their recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA or
 - iii. a cancelled apprentice or trainee who was undertaking a recognised Apprenticeship or Traineeship that has been cancelled and are currently access State Government funding to complete their institution-based training.
- c) currently enrolled and participating in a Queensland secondary school program
- d) a contracted trainer or assessor or existing worker of an RTO
- e) previously funded under this Program in the same Contract Term
- f) funded by an Authority or such other source for the delivery of the same Training being undertaken as part of this Program; or
- g) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement;
- h) other individuals that do not meet Participant Eligibility as outlined in this document.

Construction Skills Queensland – Apprentice Advance Plus - Higher Level Skills (General Construction) Program

Non-eligible participants under the Program are:

- a) an Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor).
- b) currently enrolled and participating in a Queensland secondary school program
- c) contracted trainer or assessor or existing worker of an RTO
- d) previously funded under this Program in the same Contract Term
- e) funded by an Authority or such other source for the delivery of the same training being undertaken as part of this program; or
- f) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement; or
- g) other individuals that do not meet Participant Eligibility as outlined in this document.