



Canberra Institute of Education and Technology



COURSE BROCHURE

Certificate IV in Building and Construction

This brochure provides all the information you need to know about enrolling in the CPC40120 Certificate IV in Building and Construction.

Provider Name	Radix Education t/a Canberra Institute of Education and Technology
RTO Code	45592
CRICOS Code	03835K
CRICOS Course Code	TBA
Location of course	Classroom: 15 Barry Drive, Turner, ACT 2612
Delivery mode	This program is delivered in the classroom and through structured self-study.
Duration	52 weeks, including 40 study weeks and 12 weeks of holidays.
Study load	14 hours of classroom training per week and structured self-study of 6 hours per week.

➔ OVERVIEW OF COURSE



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.

Occupational titles depending on packaging options selected may include:

- Builder
- Construction Supervisor
- Site Manager
- Site Supervisor
- Leading Hand

The qualification is designed to enable two specialised occupational outcome pathways depending on elective options which will be reflected as:

- Certificate IV in Building and Construction (Building) or
- Certificate IV in Building and Construction (Site Management)

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit CPCCWHS1001 Prepare to work safely in the construction industry meets this requirement.

Builder and Site Supervisor licensing varies across States and Territories and requirements additional to the attainment of this qualification may be required.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/CPC40120>

WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is targeted at international students who are:

- Seeking to pursue a career or further a career in building and construction.
- Seeking to enter a new industry sector.
- Seeking a pathway to higher-level qualifications.

Completing this course may provide you with employment or learning opportunities. Potential employment options are in building and construction roles. Further education pathways may include CPC50220 Diploma of Building and Construction (Building) or the CPC50320 Diploma of Building (Management) and a range of building and construction qualifications.

WHAT CAN I EXPECT?

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

COURSE SUBJECTS

Code	Title	Core or Elective
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings	Core
CPCCBC4002	Manage work health and safety in the building and construction workplace	Core
CPCCBC4007	Plan building or construction work	Core
CPCCBC4008	Supervise site communication and administration processes for building and construction projects	Core
CPCCBC4009	Apply legal requirements to building and construction projects	Core
CPCCBC4010*	Apply structural principles to residential and commercial constructions	Core
CPCCBC4012	Read and interpret plans and specifications	Core
CPCCBC4014	Prepare simple building sketches and drawings	Core
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects	Core
CPCCBC4021	Minimise waste on the building and construction site	Core
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings	Core
BSBPMG422	Apply project quality management techniques	Elective

➔ COURSE SUBJECTS

Code	Title	Core or Elective
CPCCBC4003	Select, prepare, and administer a construction contract	Elective
CPCCBC4004	Identify and produce estimated costs for building and construction projects	Elective
CPCCBC4005	Produce labour and material schedules for ordering	Elective
CPCCBC4006	Select, procure and store construction materials for building and construction projects	Elective
CPCSUS4002	Use building science principles to construct energy efficient buildings	Elective
BSBLDR413	Lead effective workplace relationships	Elective
CPCCBC5019	Manage building and construction business finance	Elective



TRAINING AND ASSESSMENT INFORMATION

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study. All training will take place at Canberra Institute of Education and Technology training facilities and in a simulated workplace.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You are required to attend classes for 14 hours per week, as well as complete 6 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to classroom based learning and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed. Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Textbooks are also available onsite for you to use and borrow if you wish.

COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

➔ STUDENT SUPPORT

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

➔ RESOURCE REQUIREMENTS

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC

Item	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space

Item	Minimum requirements
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MAC OS

Item	Minimum requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Item	Minimum requirements
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

➔ SOFTWARE & LAPTOP DETAILS

Name of software	Associated costs	Details
Office 365	\$129 annually	https://products.office.com/en-au/buy/office

Laptop Details	Associated costs	Details
Any laptop that meets the specifications above	\$450 (approximate only)	<u>Various</u>

➔ COURSE CREDIT

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.ciet.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment. For any questions about course credit, contact us at the details shown below.

➔ WHAT ARE THE ENTRY REQUIREMENTS?

Canberra Institute of Education and Technology has the following entry requirements:
You must:

- Be at least 18 years of age.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

➔ HOW MUCH DOES IT COST?

Course fees	Tuition fees: AUD \$9,500 Enrolment fee: \$250 Material fee: \$750
Non-tuition fee	May apply and can be found in our International Student Handbook on our website at https://www.ciet.edu.au

Course fees do not include laptops or software – see information above

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Canberra Institute of Education and Technology provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

➔ HOW CAN I APPLY?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- High School Certificate
- Proof of English language proficiency as specified in the entry requirements.

➔ WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Canberra Institute of Education and Technology International Student Handbook. This can be found online at <https://www.ciet.edu.au>

➔ ISSUANCE AUTHORITY

The Canberra Institute of Education and Technology is the sole authority to issue AQF documentation. CIET does not have any partners or third parties for training and assessments either in Australia or overseas.

➔ HEALTH INSURANCE

International students are also required to take out Overseas Health Insurance Cover (OSHC) before arriving in Australia. OSHC information will also be included in the Student Agreement. For more information on OHSC, visit, https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm . Students can choose to select the insurance provider we offer or choose any Insurance provider themselves. Some of the popular insurance providers of Australia are as follows.

