



**The Building Institute of
Training and Development**

Registered Training Organisation 91145
Phone: 02 8214 8644
www.bitad.edu.au

Certificate IV in Building and Construction (Building)

National code CPC40108



BITAD is now offering this course that meets the qualification requirements for a builder for only \$2,820.

(Most states require a minimum practical experience criteria for issue of builders' licenses. NSW requires this qualification and a Certificate in carpentry or bricklaying. There may be other requirements subject to State and territory regulations. Contact your state regulatory body for information.)

- **You can complete this Certificate at home at your own pace with online distance learning.**
- **You can also complete separate units as outlined in the core modules. Contact us for a price.**

NOTE: Additional costs may have to be incurred for third party evidence, exam supervisions, field day for unit CPCBC4018A.

What does the course cover?

This course covers building theory and practice related to low rise buildings and associated light steel structures. Graduates will have developed specialist skills and knowledge in areas such as plan interpretation, drafting, quantities take-off, estimating, scheduling, construction technology, OHS, site supervision, surveying, cost control, and business management.

Total hours: approximately 720 hours
To be awarded this qualification you need to complete 15 units. 12 core and 3 electives.

Are there any entry requirements?

You must possess sufficient literacy, numeracy and visual interpretation skills to allow you to successfully complete the course. You will need to hand-write a short composition as to why you want to complete this qualification. You may need to have a phone interview with one of our trainers before enrolment is accepted.

What are the language and literacy skills required?

Medium to high level of mathematical skill equivalent to year 10. High command of English in relation to report writing. Contact our office for further information and assistance with meeting these requirements.

What are the career prospects?

Licensed builders, construction supervisor, estimator, project manager.

I have been building for a long time.

Can I get recognition of my existing skills?

As a registered training organisation, we encourage recognition of prior qualifications and learning skills.

For further information on RPL go to our website and the RPL web page <http://www.bitad.edu.au/node/31>

What other qualifications does the Certificate IV lead to?

- Diploma in Building
- Advanced Diploma in Building
- Credit towards Bachelor degree in Construction at the University of Newcastle, NSW.

What are the time restrictions?

You must complete the course within two years.

What are the assessment requirements?

In order to complete the Certificate IV, you need to complete projects and exercises and submit them for your assessment for each unit (subject).

You will need Microsoft Excel for your assessments. You will also require third party evidence of some of the assessments relating to the qualification.

Do I need access to a workplace to complete this qualification?

Persons who do have access to a workplace will be encouraged to relate their assessments where possible. Participants who do not have access to a workplace will be provided with hypothetical scenarios in their assessment tasks that relate to a hypothetical workplace. You will need access to a construction site for some of your research.

How will the training be delivered?

Training is carried out online with participants issued with resources such as text based materials, DVDs and textbooks.

You will need to carry out assessment tasks for each unit and have access to a computer and the internet. The "Building Code of Australia" publication is required and is not included in the course fee.

How are the units(subjects) delivered?

One unit at a time will be provided until you have completed all the units required for the qualification.



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Core units

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|------------|---|
| CPCBC4001A | Apply building codes and standards to the construction process for low rise building projects |
| CPCBC4002A | Manage occupational health and safety in the building and construction workplace |
| CPCBC4003A | Select and prepare a construction contract |
| CPCBC4004A | Identify and produce estimated costs for building and construction projects |
| CPCBC4005A | Produce labour and material schedules for ordering |
| CPCBC4006A | Select, procure and store construction material for low rise projects |
| CPCBC4007A | Plan building or construction work |
| CPCBC4008A | Conduct on-site supervision of building specifications and construction projects |
| CPCBC4009A | Apply legal requirements to building and construction projects |
| CPCBC4010A | Apply structural principles to residential low rise constructions |
| CPCBC4011A | Apply structural principles to commercial low rise constructions |
| BSBSBM406A | Manage small business finances |

Elective units

| | |
|------------|---|
| CPCBC4012A | Read and interpret plans and specifications |
| CPCBC4014A | Prepare simple building sketches and drawings |
| CPCBC4018A | Apply site surveys and set out procedures to building and construction projects |
| CPCBC4024A | Resolve business disputes |
| CPCBC4026A | Arrange building approvals and applications |
| BSBSMB404A | Undertake small business planning |

Refund Policy

Online clients' Course Fees will be refunded on the following basis:

- You are entitled to a full refund only if you withdraw within 1 working day of the sent date of your 'Letter of Approval and Course Start Date' from BITAD.
- If you withdraw within 21 days of receiving your 'Student Log In Details' email:
You will receive a refund less \$250 administration charge.
- If you withdraw after 21 days of receiving your 'Student Log In Details' email:
 1. *Those students who paid a Stage 1 payment will not be entitled to a refund.*
 2. *Those students who paid in full will have a refund, less the Stage 1 payment.*
 3. *Those students who paid in full and are into the second stage of course subjects will have a refund, less the Stage 1 and Stage 2 payments.*
 4. *Those students who paid in full and are into the third stage of course subjects will not be eligible for a refund.*
- If you have not contacted BITAD and have not submitted any work within a 6 month period, you will not be eligible for a refund.
- If you withdraw after 12 months from start of course, you will not be eligible for a refund.

If you are entitled to a refund we will process it within 30 days from the refund being approved.

Summary of Participant Guidelines

Enrolment

All participants must complete an enrolment form for all courses. Participants will be notified of the result of their enrolment within 14 days of submission. Appeals can be made for decisions relating to enrolments.

Fees and Charges

Course fees are inclusive of all materials.

Fees paid in advance will be refunded in full so long as the participant has not started the course. Refunds for course fees after the beginning of the course will be at the discretion of the CEO of BITAD (see Refund Policy).

Assistance with Language, Numeracy and Literacy (LN&L)

When enrolling in our courses, please indicate any LN&L assistance that you may require. Our course information sheet outlines the minimum requirements for LN&L for completion of the course. Please contact us for further assistance.

Access and Equity

BITAD is committed to the promoting and encouragement of participants from the following groups. Women, the elderly, people with disabilities, people from rural areas, indigenous people, people from non-English speaking backgrounds and people with learning difficulties. We will not discriminate or deny access to any participant on the grounds stated above.

Participants Welfare

At BITAD, we are committed to assisting our clients with quality training and learning assistance.

Recognition of Prior Learning

As an RTO, we recognise any national accreditation issued by another national RTO. We also recognise that you may have previous experience and competencies relating to the course you are applying for. Please contact us for further information.

Assessment Guidelines

Assessment requirements are outlined in this course information sheet. BITAD is committed to the values of fairness, equity and flexibility in relation to course assessments and will ensure sufficient evidence is gathered for a thorough assessment. We will also provide feedback on any assessment you complete and offer the necessary guidance. BITAD has an established procedure for appealing an assessment decision.

Complaints, Grievances and Appeals

Clients who are dissatisfied for any reason regarding BITAD services or decisions, have the right to have their complaints or grievances dealt with in a professional, confidential, and expedient manner.

Conduct and Ethics

BITAD believes that the professional, ethical and equitable conduct of our staff and representatives is of the utmost importance. Our business practices and staff are governed by a rigorous code of conduct and ethics.

Access to Personal Records

Participants may access their personal records during normal business hours.

The Vocational Education and Training Act 2005

BITAD is a registered training organisation under the Australian Quality Training Framework. The skills and qualifications attained by participants who have undergone competency-based assessment are nationally recognised. Assessments are carried out in such a way so as to be reliable, flexible and fair.

Timeframes for Completion of Assessments

Candidates have 2 months from the date of enrolment to submit all substantiating evidence for their application for RPL and or credit transfer of their qualifications. All other assessments must be completed and submitted 2 months from the date of completion of their course.

Records Management

BITAD's collection of student information and records management policy and practice is compliant with the following legislation and standards:

- The Australian Quality Training Framework (AQTF) - *Standard 4 Effective Administrative and Records Management Procedures VETAB*
- Records Management Guidelines Privacy Act 1988 - National Privacy Principles

Student's results (i.e. copies of certificates, statements of attainment and records of competency) are securely retained for a period of thirty (30) years.

Training and Assessment Documentation

BITAD is required by the NSW Vocational Education and Training Accreditation Board (VETAB) to retain the following records, which must be made available for examination if required for audit purposes:

Records of student assessments (including an assessment portfolio for each student; records of assessment of competencies, and any assessment activities conducted for the purposes of granting recognition of current competency or prior learning or credit transfer); Student attendance details for all sessions of training; Transcripts of students' outcomes.

Credit Transfer Applications

This process enables a candidate to receive direct credit for credentials recognised within the Australian Qualifications Framework, which are issued by another RTO (registered training organisation).

Protection of Participants Information

The NSW Department of Education and Training (DET) requires BITAD to submit computerised statistical returns on training and assessment activity quarterly. DET (through the NSW Board of Adult and Community Education) then gives this information to the National Centre for Vocational Education Research (NCVER) which is responsible for the collection of national vocational education and training (VET) statistics for the federal government. Except as required under the Standards for Registered Training Organisations or by law, details of a student's training and assessment will not be disclosed to a third party (for example, their employer) without the student's written consent.

Welfare and Discipline Policy

BITAD provides on-going student support and has policies and procedures in place for disciplinary actions where necessary. Further information surrounding these procedures can be found in our participants handbook or by contacting our office.