




Course Brochure  
**CPC40120 Certificate IV in Building  
and Construction (Building)**

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

## Course Details

Provider Name	Vocational Training Institute (VTI)	
RTO Code	41111	
CRICOS Code	03487C	
Course Code & Name	CPC40120 Certificate IV in Building and Construction (Building)	
CRICOS Course Code	110154M	
Training Location/s	<p><b>Melbourne</b> - Level 3, 190 Queen Street, Melbourne 3000 Victoria</p> <p>188 Normanby Road, South Melbourne 3205 Victoria</p>	<p><b>Hobart</b> - Level 2, 116 Bathurst Street, Hobart 7000 Tasmania</p> <p>23 Menin Drive, Brighton 7030 Tasmania</p>
Delivery Mode	Face to face/ Simulated workplace environment.	
Duration	40 weeks, including 36 study weeks, 4 weeks holidays	
Study Load	20 hours per week	

*VTI reserves the right to discontinue or alter any course date, fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with VTI's Refund Policy available at VTI website <https://www.vocationalinstitute.com.au>.*

## Course Overview

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.

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?

Target groups for the CPC40120 Certificate IV in Building and Construction (Building) are international students who are:

Seeking to pursue a career in building and construction. Students who complete this course may wish to continue their education into the CPC50220 Diploma of Building and Construction (Building) or the CPC50320 Diploma of Building (Management).

Characteristics of the target group are as follows:

Students will be from a range of countries and may be living in Australia for the first time or may have been here in the recent or more distant past.

Many will speak English as a second language, although an entry level has been set to ensure students are able to complete course work.

Students are expected to typically fall into the age range of 18 – 35 as people still establishing or changing careers. Credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter timeframe.

## Course Structure

Total Nineteen (19) units including Eleven (11) core units and eight (8) elective units are required for the award of the CPC40120 Certificate IV in Building and Construction (Building). Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

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

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

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.



Code	Title	Core or Elective
CPCCBBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings	Core
CPCCBBC4002	Manage work health and safety in the building and construction workplace	Core
CPCCBBC4007	Plan building or construction work	Core
CPCCBBC4008	Supervise site communication and administration processes for building and construction projects	Core
CPCCBBC4009	Apply legal requirements to building and construction projects	Core
CPCCBBC4010*	Apply structural principles to residential and commercial constructions	Core
CPCCBBC4012	Read and interpret plans and specifications	Core
CPCCBBC4014	Prepare simple building sketches and drawings	Core
CPCCBBC4018	Apply site surveys and set-out procedures to building and construction projects	Core
CPCCBBC4021	Minimise waste on the building and construction site	Core
CPCCBBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings	Core
CPCCWHS1001	Prepare to work safely in the construction industry	Elective
CPCCBBC4003	Select, prepare, and administer a construction contract	Elective
CPCCBBC4004	Identify and produce estimated costs for building and construction projects	Elective
CPCCBBC4005	Produce labour and material schedules for ordering	Elective
CPCCBBC4006	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
CPCCBBC5019	Manage building and construction business finance	Elective

*An asterisk (\*) against a unit code below indicates that there is a prerequisite requirement that must be met.*

## Delivery and Assessment Overview

Vocational Training Institute uses a range of techniques during face-to-face delivery including trainer presentations and demonstrations, individual tasks, case studies, research, role plays, practical demonstrations, and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students will complete tasks to appropriate workplace standards.

You are required to attend classes for 20 hours per week for 40 study weeks (3 terms of 10 weeks), and 4 weeks of holidays.

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

Assessment will occur through a variety of methods for this course which may include but not limited to: projects incorporating role-plays, case studies, observations, and short answer questions.

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 the Wi-Fi.

## Facilities and Equipment

Training rooms, including desks, chairs, whiteboard and overhead projector/TV. Computers/laptops with Microsoft Office and access to the Internet. A face-to-face training mode is employed for this qualification and all training will take place at the Vocational Training Institute in a simulated context which reflects a live building and construction workplace.

## Training Materials

VTI has a complete set of training materials which includes user guide, trainer guides, student guides and PPTs etc. for each unit that has been developed to meet the needs of the course.

There are also areas for you to relax, as well as conduct additional study.

## Course Progress and Attendance

Satisfactory course progress and attendance (minimum 80%) is very important in order to meet the course requirements. You will also be provided with further information about the course progress and attendance requirements at your orientation.

## Student Support Services

VTI offers the following in relation to support and welfare but not limited to:

- 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. VTI 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. All the students commencing this course are required to complete VTI's LLN test on the orientation day to assist VTI to identify student's needs for additional support during their study with VTI.

## Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect the duration of the course. VTI will advise you in writing of changes to the course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment (if applicable).

For further details please refer to VTI website <https://www.vocationalinstitute.com.au/policy/> or visit VTI campus.

## What are the Entry Requirements?

VTI has the following entry requirements:

You must:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have completed the unit CPCCWHS1001 Prepare to work safely in the construction industry.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old with no band score less than 5 in each module).

English language competence can also be demonstrated through documented evidence of any of the following:

- IELTS score of 4.5 or equivalent with an ELICOS (minimum of 20 weeks) or IELTS score of 5.0 or equivalent with an ELICOS (minimum of 10 weeks) to be taken before the course. ELICOS must be at least at General English Upper Intermediate or English for Academic Purposes Upper-Intermediate level; OR
- Educated for 5 years in an English speaking country (Australia, United Kingdom, United States of America, Canada, New Zealand, South Africa or the Republic of Ireland; OR
- An applicant who is a citizen of, and holds a valid passport issued by the United Kingdom, United States of America, Canada, New Zealand, or the Republic of Ireland; OR
- Completed (within the past 2 years) in Australia in English: Substantial component of AQF level 4 or higher on a student visa; OR
- Successful completion of an Oxford English Placement Test (score 62-B2)

*\*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?

The costs for this course are as follows:

Campus Location	Melbourne	Hobart
Tuition Fee	AUD \$7,300	AUD \$7,300
Material Fee	AUD \$650	AUD \$650
Enrolment Fee <i>(non-refundable)</i>	AUD \$250	AUD \$250
<b>Total Course Fee</b>	<b>AUD \$8,200</b>	<b>AUD \$8,200</b>

*Please contact VTI marketing team for current promotional prices at [marketing@vocationalinstitute.com.au](mailto:marketing@vocationalinstitute.com.au)*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees 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. We provide 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/>



## How Can I Apply?

To apply for this course, you are required to complete an International Student Application Form and submit copies of the following supporting documents must be included when you submit your application including the English translation of documents (where applicable). Applications that are submitted without necessary supporting documents will be delayed in processing.

- Passport copy
- Academic Transcripts and Qualifications
- Copy of Australian visa and CoE (if applicable)
- Proof of English language proficiency

## Where to from here?

After receiving the above-mentioned documents. If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to ensure that you are happy with VTI's all terms and conditions. If you are, then simply sign the Offer Letter and Student Agreement and make the initial deposit and send it back to us for the issuance of Confirmation of Enrolment (CoE).

VTI will notify you about the orientation and induction date and time. 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 and attendance requirements, payment plan, course outline etc.

**Please note:** VTI will not enrol any student, which conflict with the obligation under Standard 7 "Overseas Student Transfers" of National Code 2018.

*Please visit VTI website for third party (Education agent) recruitment <https://www.vocationalinstitute.com.au>*

### For direct admissions, please contact VTI directly on below mentioned details



#### Melbourne Campus

Level 3, 190 Queen Street,  
Melbourne VIC 3000

Ph: +613 9017 7817

M: +61 404 729 454

#### Hobart Campus

Level 2, 116 Bathurst Street, Hobart  
TAS 7000

Ph: +613 9018 9338

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[marketing@vocationalinstitute.com.au](mailto:marketing@vocationalinstitute.com.au)

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