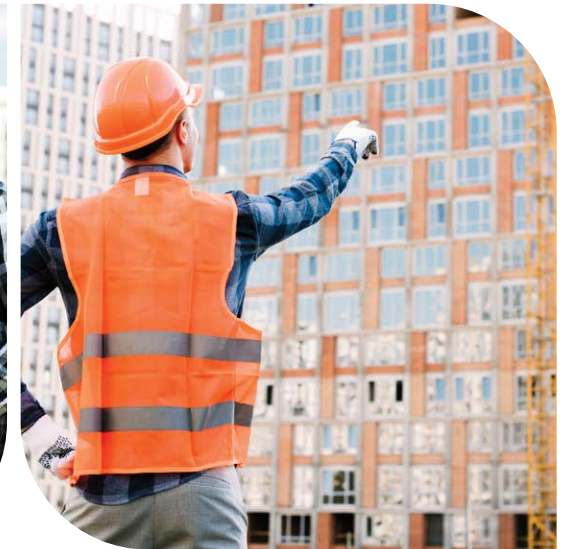


CPC40320

# CERTIFICATE IV IN BUILDING PROJECT SUPPORT (CONTRACT ADMINISTRATOR)

Cricos Course Code : 112860B



**Melbourne CBD Campus**  
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**Port Melbourne Campus**  
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**Let's achieve together**  
RTO No.: 41315 | CRICOS Provider Code: 03446A

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## Course Overview

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

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 CPCWHS1001 Prepare to work safely in the construction industry meets this requirement.

Source: <https://training.gov.au/Training/Details/CPC>

## Career opportunities

This qualification is designed to meet the needs of contract administrator and schedulers and or contract administrators in the building and construction field who may have responsibility for the preparation of estimates from predetermined rates, processing of subcontractor claims and preparation of head and subcontracts for building and construction works.

Occupational titles may include:

- Building estimator
- Building scheduler
- Contract administrator

The qualification packaging enables two specialised occupational outcomes depending on elective options which will be reflected as:

- Certificate IV in Building Project Support (Estimator)
- Certificate IV in Building Project Support (Contract Administrator)

## Entry Requirements

- All students must be aged 18 years or over at the time of applying for admission to the College.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 11/12 qualification\*.
- If student's \*educational qualifications do not meet OC's admission requirements, other factors may be considered at the discretion of OC. (Please contact admission staff for more details and refer to Application, Enrolment and Orientation policy for further details).
- IELTS band score of overall 6.0 (Academic or General) or equivalent in line with the Department of Education and DOHA regulations (Refer to Application, Enrolment and Orientation policy for further details Online IELTS is not accepted please refer to <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility> for further information).

CPC40320

### Certificate IV in Building Project Support (Contract Administrator)

This course is delivered by Orange International College Pty. Ltd. | ABN : 15 167 063 596, CRICOS Provider Code : 03446A | RTO No : 41315

#### Course Information

Student	International/ Overseas (Fee for Service)
Delivery Mode	Blended learning model (70% face-to-face and 30% guided online learning)
Campus locations	235 Ingles Street, Port Melbourne, VIC 3207
Cricos Course Code	112860B
Duration	This qualification will be delivered as full-time study over the course of 40 weeks and 12 weeks as breaks/holidays. Duration may vary based on mode of delivery and/or RPL and CT
Intake	For more information please visit our website <a href="http://www.orange.edu.au">www.orange.edu.au</a> or contact 1300069642
Fees	For more information please visit our website <a href="http://www.orange.edu.au">www.orange.edu.au</a> or contact 1300069642

- Learners are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy test prior to commencing the training. Refer to LLN policy for further details.
- Bring Your Own Device (BYOD) Policy is applicable for this course. Your device must have camera and speaker functions.
- Internet Access with a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player.
- Basic digital literacy (ability to communicate and access information through digital technologies like internet platforms, social media, search engines, emails and basic use of MS office products).

Please refer to our BYOD Policy for details

## Learning outcomes

On successful completion of this course, learners are awarded Certificate IV in Building Project Support (Contract Administrator-CPC40320), which is a nationally recognised qualification.

Learners may use this qualification to gain entry into other VET courses, such as Diploma of Building and Construction (Building) or seek employment in the building industry.

Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of Certificate IV in Building Project Support (CPC40320).

### Pathway (but not limited to)

Upon successfully completing CPC40320 Certificate IV in Building Project Support, you can pursue the following qualifications:

Certificate IV	Diploma	Advanced Diploma
CPC40320 – Certificate IV in Building Project Support (Contract Administrator)	CPC50220 – Diploma of Building and Construction (Building)	CPC60220 – Advanced Diploma of Building and Construction (Management)

Source: <https://training.gov.au/Training/Details/CPC40320>

## Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in 15 units of competency, including: 2 core units, 13 elective units

An asterisk (\*) against a unit code below indicates that there is a prerequisite requirement that must be met. Prerequisite unit/s must be assessed before assessment of any unit of competency with an asterisk. All prerequisite requirements are packaged in the qualification.

### Units

Unit Code	Unit Name
CPCBC4012	Read and interpret plans and specifications
CPCBC4014	Prepare simple building sketches and drawings
CPCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 Buildings
CPCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings
CPCBC4010*	Apply structural principles to residential and commercial constructions
CPCBC4005	Produce labour and material schedules for ordering
CPCBC4003	Select, prepare and administer a construction contract
CPCBC4026	Arrange building applications and approvals
CPCBC4004	Identify and produce estimated costs for building and construction projects
CPCBC4013	Prepare and evaluate tender documentation
CPCBC4006	Select, procure and store construction materials for building and construction projects
CPCBC4021	Minimise waste on the building and construction site
CPCBC4007	Plan building or construction work
CPCBC4031	Process client requirements
BSBPMG422	Apply project quality management techniques

## Delivery Arrangements

### Delivery Mode

The training will be delivered in 40 weeks with classes scheduled for 28 weeks and 12 weeks of breaks/extra tutorials/reassessment period as per the requirement of individual student/learner.

Classroom delivery is implemented by setting up an appropriate training plan, indicating the units and sequence of delivery and access to LMS.

### Study Mode

Full time (20 hours per week – 70% hours face to face and 30% hours online), Learners may require 5 hours\* of self-directed learning per week (\*Indicative only).

*Note: Please refer to the OC COVID-19 page for information regarding course updates Source: <https://www.orange.edu.au/covid-19-information/>*

## Assessment methods

Assessment methods for this qualification include Guided Online Learning and Training (GOLT), written questions, projects, observations, presentations, case studies, reports, practical activities in a simulated environment and site visits. GOLT are online, auto-marked summative assessments like True/False, Fill-in-the-Blanks, and Multiple-Choice questions.

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

### Credit Transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Orange College in relation to the units as per the training plan. Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications." (Source: AQF)

### RPL/RCC

Upon enrolment of all learning programs, Orange College's code of practice states that all candidates for assessment will be offered RPL. This is reiterated in the student handbook and acknowledged in writing.

RPL is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (Source: AQF)