



Australian Government

CPC40208 Certificate IV in Building and Construction (Contract Administration)

Release 4

CPC40208 Certificate IV in Building and Construction (Contract Administration)

Modification History

Version Comment

- 1 Revised qualification deemed equivalent to CPC40208
- 2 Core and elective units revised resulting in a number of unit identifier changes
- 3 Update superseded imported units from elective list with equivalent current unit for:
 - BSBITU201A to BSBITU201
 - BSBITU202A to BSBITU202
 - BSBITU301A to BSBITU301
 - BSBMGT403A to BSBMGT403
 - BSBPMG510A to BSBPMG522
 - BSBWOR401A to BSBLDR402
 - BSBWOR402A to BSBLDR403
 - BSBWRT401A to BSBWRT401This version released with CPC08 Version 9.3.
- 4 This version released with CPC08 Construction and Property Services 9.9.
The following unit was deleted as directed by the IRC June 2021.
 - CPCCBC4025A - Manage personal work priorities and professional development.

Description

This qualification is designed to meet the needs of contract administrators working in small to medium-sized enterprises.

Occupational titles may include:

- Contract administrator.

The qualification has core unit of competency requirements that cover common skills for the construction industry.

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 induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

Additional units of competency may be required to meet builder registration requirements in various States and Territories.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Interprets a range of complex and technical documents, including relevant regulatory, legislative and licensing requirements, codes and standards, plans, drawings and specifications, schedules, site files, contracts, orders and organisational policies and procedures • Analyses and evaluates reports and reference materials • Provides clear and accurate information to customers about the construction process and requirements and contracts • Communicates effectively with a range of relevant parties through a range of media • Articulates complex ideas clearly • Understands relevant definitions, terminology, symbols and

Employability skill	Industry/enterprise requirements for this qualification include:
	<p>language</p> <ul style="list-style-type: none"> • Negotiates contracts as well as conflict and dispute resolution • Prepares documents, including construction contracts, plans, sketches and drawings and specifications, reports, tenders, schedules, building applications and submissions and file notes • Reports and records project costs • Maintains and checks logs, records and documents • Analyses a range of data, including company and stakeholder resource consumption and waste product volumes
Teamwork	<ul style="list-style-type: none"> • Coordinates a range of team members and activities • Seeks expert advice where appropriate • Works collaboratively with relevant stakeholders • Understands various stakeholders' roles • Relates positively to fellow workers and the management team • Relates to people from diverse social, cultural and ethnic backgrounds and with varying physical and mental abilities
Problem solving	<ul style="list-style-type: none"> • Performs various calculations relating to rise and fall amounts, estimating resource acquisition and costs, comparisons of alternative water management systems; waste management minimisation strategies; and thermal efficiency • Takes action to minimise contract penalties • Identifies and rectifies faults • Responds effectively to hazards, risks and emergencies • Analyses problems and applies remedial solutions • Resolves business disputes • Deals with contract variations • Takes action to minimise contract penalties • Analyses rejected building applications and determines the likely success of an appeal or a resubmission • Devises approaches, implements and reflects on environmental and water, energy and resource efficiency management policies and procedures relevant to work site to improve environmental sustainability and shares alternative

Employability skill	Industry/enterprise requirements for this qualification include:
	approaches as required
Initiative and enterprise	<ul style="list-style-type: none"> • Acts with initiative and foresight to ensure legal requirements are applied accurately • Develops compliant, alternative solutions to construction problems • Evaluates properties of construction materials and selects appropriate materials based on evaluation • Identifies opportunities for improved water management • Evaluates effective strategies for insulating structures • Develops waste management strategies and dispute resolution procedures • Identifies environmental and resource efficiency improvements, applies knowledge about resource use to organisational activities and customer service and develops resource efficiency tools
Planning and organising	<ul style="list-style-type: none"> • Plans and coordinates various work operations • Prepares project schedule • Participates in effective implementation of organisation's operational plans • Plans and organises on-site activities and implements procedures associated with building and construction work • Identifies and organises resource requirements and obtains supply information • Supervises various administrative and work processes, including payments • Collects, analyses and organises workplace information and data • Plans and organises inspections • Organises testing of construction materials to ensure suitability
Self management	<ul style="list-style-type: none"> • Manages own performance to ensure required levels of service standards, work quality and professional competence • Manages work priorities and professional development • Uses feedback to improve own performance • Organises and completes daily work activities

Employability skill	Industry/enterprise requirements for this qualification include:
Learning	<ul style="list-style-type: none"> • Is open to new ideas and techniques • Seeks feedback on personal performance • Uses information effectively to improve work performance • Learns from colleagues as part of effective teamwork
Technology	<ul style="list-style-type: none"> • Operates office equipment and computers • Uses digital cameras • Uses technology to improve efficiency and effectiveness of managing work

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in:

- 15 units of competency:
 - 9 core units
 - 6 elective units.

The electives may be selected as follows:

- all six elective units may be selected from the list below
- two of the six elective units may be selected from a Certificate IV qualification in another endorsed Training Package or within CPC08 Construction, Plumbing and Services Training Package, ensuring the industry context of the qualification is maintained
- one of the six elective units may be selected from either Certificate III or Diploma level.

Some units in this qualification may have prerequisite requirements, which must be met when packaging the qualification. Users are referred to the list of CPC08 units with prerequisite unit requirements available in this Training Package for this purpose.

Core units

BSBOHS201A	Participate in OHS processes
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CPCBC4003A	Select and prepare a construction contract
CPCBC4006B	Select, procure and store construction materials for low rise projects
CPCBC4012B	Read and interpret plans and specifications
CPCBC4016A	Administer a construction contract
CPCBC4026A	Arrange building applications and approvals
CPCBC4029B	Apply construction information to the sales process
CPCBC4031A	Process client requirements
CPCBC4032A	Apply contract law to sales processes

Elective units

BSBLDR403	Lead team effectiveness
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBITU301	Create and use databases
BSBMGT403	Implement continuous improvement
BSBPMG404A	Apply quality management techniques
BSBPMG407A	Apply risk management techniques
BSBPMG522	Undertake project work
BSBLDR402	Lead effective workplace relationships
BSBWRT401	Write complex documents
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects
CPCBC4005A	Produce labour and material schedules for ordering
CPCBC4007A	Plan building or construction work

CPCBC4013A	Prepare and evaluate tender documentation
CPCBC4014A	Prepare simple building sketches and drawings
CPCBC4017A	Arrange resources and prepare for the building or construction project
CPCBC4019A	Apply sustainable building design principles to water management systems
CPCBC4020A	Build thermally efficient and sustainable structures
CPCBC4021A	Minimise waste on the building and construction site
CPCBC4024A	Resolve business disputes
CPCSUS4001A	Implement and monitor environmentally sustainable work practices
HLTHIR403C	Work effectively with culturally diverse clients and co-workers

Custom Content Section

Not applicable.