



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPC40508 Certificate IV in Building and Construction (Site Management)**

**Release: 1**

## **CPC40508 Certificate IV in Building and Construction (Site Management)**

### **Modification History**

Not Applicable

### **Description**

This qualification is designed to meet the needs of site managers and supervisors in the building and construction industry.

Occupational titles may include:

- Building site manager
- Building site supervisor.

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 SKILLS QUALIFICATION SUMMARY

| <b>Employability skill</b> | <b>Industry/enterprise requirements for this qualification include:</b>   |
|----------------------------|---|
| Communication              | <ul style="list-style-type: none"><li>• Communicates OHS policies and procedures</li><li>• Participates in ensuring compliance with standards, regulations and policies</li><li>• Communicates effectively with a range of relevant parties through a range of media</li><li>• Establishes on-site communication systems</li><li>• Facilitates site meetings</li><li>• Articulates complex ideas clearly</li><li>• Interprets a range of complex and technical documents, including relevant regulatory, legislative, licensing and registration requirements, codes and standards, plans, drawings and specifications, contracts, schedules, site files, development approvals, and organisational policies and procedures</li><li>• Analyses and evaluates reports and reference materials</li><li>• Understands relevant definitions, terminology, symbols and language</li><li>• Maintains and checks logs, records and documents</li><li>• Prepares a range of documents, including construction contracts, plans, sketches and drawings and specifications, reports, tenders, schedules, building applications and submissions and file notes</li><li>• Reports and records hazards and risks</li><li>• Negotiates conflict and dispute resolution</li><li>• Analyses a range of data, including company and stakeholder resource consumption and waste product volumes</li></ul> |
| Teamwork                   | <ul style="list-style-type: none"><li>• Conducts briefings with team members</li><li>• Coordinates a range of team members and activities</li><li>• Keeps team informed of work practices, quality requirements and required actions</li><li>• Relates positively to fellow workers and the management team</li><li>• Relates to people from diverse social, cultural and ethnic backgrounds and with varying physical and mental abilities</li><li>• Seeks expert advice where appropriate</li></ul>   |

## EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

- Works collaboratively with relevant stakeholders
  - Understands various stakeholders' roles
  - Supervises and checks others' work, monitors work processes and ensures safe work practices
  - Discusses ideas with team members
- Problem solving
- Assesses structural integrity of residential and commercial low rise buildings
  - Performs various calculations relating to estimating resource acquisition and costs, rise and fall amounts measurement of levels, heights and gradients, structural analysis, drawing dimensions, setting out of construction projects, comparisons of alternative water management systems, waste management minimisation strategies and thermal efficiency, rated capacity and working load limits and budgeting and forecasting
  - Examines tools and equipment prior to use for damage, missing components or other defects
  - Identifies and rectifies faults
  - Responds effectively to hazards, risks and emergencies
  - Analyses problems and applies appropriate remedial solutions
  - Resolves business disputes
  - Deals with customer complaints and disputes
  - 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 approaches as required
- Initiative and enterprise
- Evaluates properties of construction materials and selects appropriate materials based on evaluation
  - Develops compliant, alternative solutions to construction problems
  - Assesses thermal efficiency of buildings and reviews design solutions for effectiveness and compliance
  - Identifies risks and hazards
  - Identifies opportunities for improved water

## EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

- 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
  - Plans and coordinates various work operations
  - Prepares project schedules
  - 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 claims and payments, insurance coverage, payroll systems and tax systems
  - Collects, analyses and organises workplace information and data
  - Plans and organises inspections
  - Organises testing of construction materials to ensure suitability
- Self management
  - 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
- Learning
  - 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
  - Operates office equipment
  - Uses computer equipment and relevant software

## EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

- Uses cameras
- Assesses new and emerging technologies for application to construction processes
- Uses a range of tools and equipment, including technical instruments and surveying equipment
- Maintains tools and equipment as required
- Uses technology to improve efficiency and effectiveness of managing work

## Packaging Rules

### 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 electives may be selected from the list below
- two of the six elective units 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.

### Core units

|              |   |
|--------------|---|
| CPCCBBC4001A | Apply building codes and standards to the construction process for low rise building projects |
| CPCCBBC4002A | Manage occupational health and safety in the building and construction workplace              |
| CPCCBBC4007A | Plan building or construction work  |
| CPCCBBC4008B | Conduct on-site supervision of building and construction projects                             |
| CPCCBBC4009B | Apply legal requirements to building and construction projects                                |
| CPCCBBC4010B | Apply structural principles to residential low rise constructions                             |

|                       |  |
|-----------------------|--|
| CPCBC4011B            | Apply structural principles to commercial low rise constructions                     |
| CPCBC4012A            | Read and interpret plans and specifications  |
| BSBWOR402A            | Promote team effectiveness   |
| <b>Elective units</b> |  |
| CPCBC4005A            | Produce labour and material schedules for ordering                                   |
| CPCBC4014A            | Prepare simple building sketches and drawings  |
| CPCBC4015A            | Prepare specifications for all construction works                                    |
| CPCBC4017A            | Arrange resources and prepare for the building or construction project               |
| CPCBC4018A            | Apply site surveys and set-out procedures to building and construction projects      |
| 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                                 |
| CPCBC4023A            | Plan and undertake site inspection and assessment of asbestos products and materials |
| CPCBC4024A            | Resolve business disputes  |
| CPCBC4025A            | Manage personal work priorities and professional development                         |
| CPCBC4026A            | Arrange building applications and approvals  |
| CPCBC4028A            | Prepare design brief for construction works  |
| CPCSUS4001A           | Implement and monitor environmentally sustainable work practices                     |
| BSBCUS301A            | Deliver and monitor a service to customers   |
| BSBITU201A            | Produce simple word processed documents  |
| BSBITU202A            | Create and use spreadsheets  |
| BSBITU301A            | Create and use databases   |

|            |   |
|------------|---|
| BSBMGT403A | Implement continuous improvement                                |
| BSBPMG404A | Apply quality management techniques                             |
| BSBPMG407A | Apply risk management techniques                                |
| BSBPMG510A | Manage projects   |
| BSBWOR401A | Establish effective workplace relationships                     |
| BSBWRT401A | Write complex documents   |
| HLTHIR403B | Work effectively with culturally diverse clients and co-workers |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace         |