

CPC40110 Certificate IV in Building and Construction (Building)

As part of the learning requirement for this program, each student must engage in job shadowing activities in their workplace. Job shadowing requires the student to 'shadow' another worker to learn about specific work tasks, processes and responsibilities relevant to the unit. Each student must fulfil the requirements of the logbook before commencing the assessment projects.

BSBSMB406A Manage small business finances

Logbook hours required: 20 hours

Work-related activities must include:

- Identify aged debtors
- Review company costs and expenses
- Have discussions about cashflow and projections
- Preparation of quotes and invoices
- Review of financial key performance indicators

CPCBC4001A Apply building codes and standards to the construction process for low rise building projects

Logbook hours required: 15 hours

Work-related activities must include:

- Read the relevant BCA classes for low rise buildings
- Read the provisions for BCA "Deemed to Satisfy" (DTS)
- Read the BCA codes about passive and active fire protection requirements
- Read the requirements of the Australian Standards
- Access and review of past site inspection reports
- Knowledge of preferred consultants for design advice (e.g. structural engineers, architects, building certifiers)

CPCBC4002A Manage occupational health and safety in the building and construction workplace

Logbook hours required: 15 hours

Work-related activities must include:

- Participate in risk inspections
- Access WHS policies and plan
- Access and read federal and state legislation about hazards, risks, manual tasks
- Participate in safety toolbox meetings
- Review training plans for staff

CPCBC4003A Select and prepare a construction contract

Logbook hours required: 15 hours

Work-related activities must include:

- Review past construction contracts
- Review terms and conditions in past contracts
- Understanding the rights and liabilities of each party in the contract
- Understanding the terms and conditions of contract termination
- Access required forms for payment claims and research the claims process
- Knowledge of preferred suppliers for legal advice

CPCBC4004A Identify and produce estimated costs for building and construction projects

Logbook hours required: 20 hours

Work-related activities must include:

- Access and read past plans and specifications
- Locating public utilities and services
- Participate in site inspections
- Understand how to calculate volumes for resources

- Review of project costs such as overheads, administration costs, facilities, permits and waste removal
- Preparation of quotes and invoices

CPCBC4005A Produce labour and material schedules for ordering

Logbook hours required: 15 hours

Work-related activities must include:

- Access and read past drawings and specifications
- Understand how to calculate volumes for resources
- Organise materials for delivery
- Review labour schedule and times
- Knowledge of preferred suppliers for machinery and equipment hire

CPCBC4006B Select, procure and store construction materials for low rise projects

Logbook hours required: 15 hours

Work-related activities must include:

- Access and read past drawings and specifications
- Review of material pricing and budget
- Read the building codes and relevant Australian standards for material selection
- Access and read Safety Data Sheets (SDS) for materials
- Access and read the standard operating procedures for equipment and machinery use
- Read company policies on quality assurance
- Participate in inspections of delivered materials

CPCBC4007A Plan building or construction work

Logbook hours required: 15 hours

Work-related activities must include:

- Access and read past drawings and specifications
- Read company policies on WHS, hazards, risk control
- Read about environment protection agency requirements
- Review of material pricing and budget
- Review delivery schedules
- Knowledge of preferred subcontractors and suppliers
- Partake in on-site inspections
- Organise plant, equipment and hire
- Organise materials delivery
- Familiar with forms and paperwork
- Read company policies on quality assurance

CPCBC4008B Conduct on-site supervision of building and construction projects

Logbook hours required: 15 hours

Work-related activities must include:

- Read and interpret past drawings and specifications
- Review of material pricing and budget
- Knowledge of preferred subcontractors and suppliers
- Knowledge of claims process and invoice payments
- Knowledge of insurance claims process
- Partake in safety toolbox meetings
- Organise engineer and certifier inspections for compliance
- Participate in site inspections
- Preparation of a site report
- Read company policies on quality assurance

CPCBC4009B Apply legal requirements to building and construction projects

Logbook hours required: 15 hours

Work-related activities must include:

- Read and interpret past drawings and specifications
- Read relevant building codes and Australian standards about “deemed to satisfy” requirements
- Read the NCC codes - when materials do not comply with performance requirements
- Check company insurances are in place and are valid according to legislative requirements for building and construction projects.
- Check company insurances are in place and the expiry dates
- Read company policies about customer complaints, and dispute resolution procedures

CPCBC4010B Apply structural principles to residential low rise constructions

Logbook hours required: 50 hours

Work-related activities must include:

- Read the relevant BCA classes for low rise buildings
- Read plans and instructions for footings, floor systems, wall structures roof systems
- Read the provisions for BCA “Deemed to Satisfy” (DTS)
- Read the requirements of the Australian Standards
- Access and review of past site inspection reports
- Knowledge of preferred consultants for design advice (e.g. structural engineers, architects, building certifiers)
- Access and read technical data sheet (TDS) for handling and installation instructions for specific materials
- Access and read safe work method statement (SWMS) for various work tasks
- Participate in safety meetings
- Knowledge of industry experts for design advice for Class 1 or Class 10 buildings
- Knowledge of demolition process and planning requirements and safe work practices

CPCBC4011B Apply structural principles to commercial low rise constructions

Logbook hours required: 25 hours

Work-related activities must include:

- Access and read past plans and specifications
- Read the provisions for BCA “Deemed to Satisfy” (DTS)
- Read the requirements of the Australian Standards
- Access and review of past site inspection reports
- Knowledge of preferred consultants for design advice (e.g. structural engineers, architects, building certifiers)
- Access and read technical data sheet (TDS) for handling and installation instructions for specific materials
- Access and read safe work method statement (SWMS) for various work tasks
- Participate in safety meetings

CPCBC4012B Read and interpret plans and specifications

Logbook hours required: 15 hours

Work-related activities must include:

- Access and read past plans and specifications including symbols, and abbreviations
- Read the requirements of the Australian Standards and National Construction Code (NCC)
- Understanding of provisional sum (PS) and prime cost (PC) values
- Partake in on-site inspections

CPCBC4017A Arrange resources and prepare for the building or construction project

Logbook hours required: 10 hours

Work-related activities must include:

- Access and read past plans and specifications
- Check company insurances are in place
- Understanding of council requirements
- Organising waste removal
- Organising power and water connections
- Organising human resources for site
- Understanding of industrial relations and safety processes on a work site
- Ordering prefabricated materials
- Checking delivery dates of materials

CPCBC4018A Apply site surveys and set-out procedures to building and construction projects

Logbook hours required: 15 hours

Work-related activities must include:

- Access and read past plans and specifications
- Assisting with setting up levelling equipment
- Partake in site inspections
- Calculation of readings to allow for reduced level set-out
- Discussion about grid and levels

CPCBC4024A Resolve business disputes

Logbook hours required: 10 hours

Work-related activities must include:

- Access and read company policy on complaints and dispute resolution process
- Knowledge of company form and record keeping procedures
- Knowledge of external arbitrators or conciliators
- Review past complaints and the outcomes