

**CERTIFICATE IV**

# Certificate IV in Building Project Support (Contract Administrator)

**CPC40320**



**UNLIMITED ONE-ON-ONE SUPPORT**



**30 DAY COOLING OFF PERIOD**



**100% ONLINE LEARNING**

CPC40320

## CERTIFICATE IV

# Certificate IV in Building Project Support (Contract Administrator)

CAL's Certificate IV in Building Project Support (Contract Administrator) will put you on the pathway to become a contract administrator in construction by developing a range of skills, including how to prepare and develop contracts, project management and administration techniques, and overseeing sites to ensure they meet legal requirements. With this course, you'll learn to ensure construction compliance requirements are met, as well as applying building codes and standards to the construction process. You'll gain valuable operational skills to conduct site supervision, calculate material and labour costs, and implement risk management and workplace safety procedures. As the on-site contract administrator, you'll be using these skills to develop and negotiate contracts, ensure these contractual obligations are met, and plan and prepare for construction operations.

### In-demand skills you will learn:

- Manage and negotiate contracts.
- Arrange building applications and approvals to ensure they are meeting legal and contractual standards.
- Ensuring quality, OH&S standards, and legal requirements are met to support safe workplace practices.
- Identify client requirements and finalise contract requirements.



#### Courses designed for success

We designed our courses to be aligned with industry expectations. We've consulted with industry professionals to deliver the skills that tomorrow's workforce needs today.



#### Focus on student experience

We take the time to understand your goals, providing personalised and flexible learning solutions driven by passionate mentors and support teams.



#### Committed to real outcomes

We're dedicated to making a difference in our students' lives. We focus on providing real outcomes, not just a piece of paper.

### UNITS



A total of 15 units to achieve the Certificate IV in Building Project Support (Contract Administrator)

### DURATION



#### Generous 24-month self-paced enrolment period

Part-time: approx 12-14 months  
Full-time: approx 10 months

### CAREER OPPORTUNITIES



- Contract Administrator
- Building Scheduler
- Site Manager

### INDUSTRIES



- Construction
- Professional, Scientific and Technical Services
- Manufacturing
- + Many more

# Course Structure

CAL has developed this Certificate IV qualification in consultation with industry experts. We've hand-selected these 15 units in line with industry expectations.

	Unit Code	Unit Title
Manage project work	<b>BSBPMG430</b>	Undertake project work
	<b>BSBPMG426</b>	Apply project risk management techniques
	<b>BSBPMG422</b>	Apply project quality management techniques
Apply building codes and legal requirements	<b>CPCCBBC4001</b>	Apply building codes and standards to the construction process for Class 1 and 10 buildings
	<b>CPCCBBC4053</b>	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
	<b>CPCCBBC4009</b>	Apply legal requirements to building and construction projects
	<b>CPCCBBC4026</b>	Arrange building applications and approvals
Plan and prepare for construction work	<b>CPCCBBC4012</b>	Read and interpret plans and specifications
	<b>CPCCBBC4014</b>	Prepare simple building sketches and drawings
	<b>CPCCBBC4006</b>	Select, procure and store construction materials for building and construction projects
	<b>CPCCBBC4007</b>	Plan building or construction work
Manage project communication and contracts	<b>CPCCBBC4008</b>	Supervise site communication and administration processes for building and construction projects
	<b>CPCCBBC4003</b>	Select, prepare and administer a construction contract
	<b>CPCCBBC4031</b>	Process client requirements
	<b>BSBLDR414</b>	Lead team effectiveness

**A total of 15 units to achieve your Nationally Recognised Qualification**

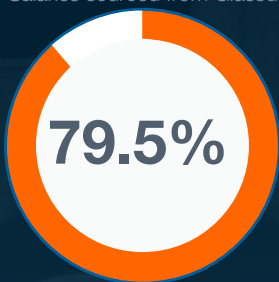
# Outcomes

Graduating with this Certificate IV will see you working on a commercial or residential construction project as a contract administrator, creating contracts, and working with subcontractors through to completion. You'll gain the hands-on skills to manage construction site contracts to ensure compliance with building and construction regulations, standards, and codes, paired with valuable operational skills to understand the legal requirements of worksites and have the ability to conduct site inspections and manage them. You'll also develop interpersonal skills to work in a team and effectively communicate with stakeholders at all levels, including engineers, suppliers, subcontractors and labourers.

With a strong foundation in Contract Administration, some common career pathways are:

<b>BUILDING SCHEDULER</b>	<b>\$70,000</b>
<b>CONTRACT ADMINISTRATOR</b>	<b>\$115,000</b>
<b>SITE MANAGER</b>	<b>\$130,000</b>

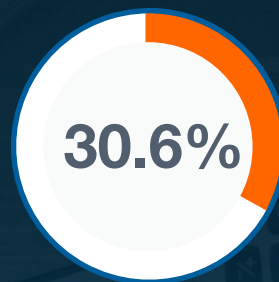
Salaries sourced from Glassdoor.com.au



Managers with at least a Certificate III/IV qualification



The average salary for management in the industry



Employers wanting people with a qualification

Data sourced from Jobs and Skills Australia



“Studying the Diploma I’ve been exposed to many new cost, time and quality management strategies, tools I look forward to using in my current and future positions”

**MYLES**

**TECHNICAL OFFICER**

Diploma of Project Management (BSB51415)



“This course is extraordinarily beneficial for me in my current position. We are continually working on projects and liaising with multiple business areas, providing me with the tools and confidence to successfully lead a project.”

**AMANDA**

**CRM OPERATIONS MANAGER**

Certificate IV in Project Management Practice (BSB41515)

# Flexible Options

Our courses are designed for adult learners with busy lives. We know life can be unpredictable, and circumstances change. That's why we make our study options as flexible as we can to cater to your lifestyle. You'll have the freedom to study when it suits you with our self-paced courses and generous 24-month enrolment period.

CAL	Competitors
<input checked="" type="checkbox"/> <b>\$0</b>	RPL Application Cost <b>\$1500*</b> X
<input checked="" type="checkbox"/> <b>\$0</b>	6-Month Extension Cost <b>\$500*</b> X
<input checked="" type="checkbox"/> <b>\$250</b>	Refund Processing Fee <b>\$280*</b> X
<input checked="" type="checkbox"/> <b>30 Days</b>	Refund Period <b>14 Days*</b> X
<input checked="" type="checkbox"/> <b>Free 90 Days</b>	Deferral Period <b>30 Days*</b> X

\*Sourced from five competitor averages

\*Up to



### Cooling Off Period

If the course isn't right for you, withdraw within 30 days for a refund.\*



### Free Deferral

You can pause your studies, then pick them back up when you're ready.\*



### Free Extension

If you require additional study time, we can help.\*

\*Terms and conditions apply

## Simple Payment Options

We understand that you need straightforward course fees. We offer transparent payment plans as well as discounted upfront payment options for our courses, where you will see your complete schedule of fees before you make any payments.

We also keep our administrative fees simple. We don't aim to make a profit in order to cater to our students' needs – we just do it.



### Flexible Payment Plans



### Discounted Upfront Payments



### No Hidden Fees

# FAQs

## RECOGNITION

### Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

## REQUIREMENTS

### Are there any prerequisites for the course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

### What IT requirements do I need to complete the course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

## COURSE STRUCTURE

### How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way. You'll complete a combination of quizzes, written activities, and practical assessment tasks to demonstrate your skills.

### What are the assessments?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback so you can confidently demonstrate your learning in the workplace.

# FAQs

## COURSE STRUCTURE

### How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time could see you complete the course in approximately 12 months. You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

### When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

### What if I fall behind?

Our courses are completely self-paced, so you don't need to keep up with a class or work to strict deadlines. As a CAL student, you'll receive an individual learning plan that is tailored to your study needs, this helps create structure and set guidelines to help you stay on track to complete your studies. We cater to adult learners and understand that life can sometimes get in the way, so if you find yourself falling behind, you can speak to our Student Support who will be able to advise you of all your options, revisit your learning plan, and help you get your study back on track.

## SUPPORT

### What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

### I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

## RPL AND CREDIT TRANSFER

### Does CAL offer RPL and credit transfer?

If you're a highly experienced professional and currently hold an extensive level of knowledge, competence, and ability in your field, you may be eligible for RPL (recognition of prior learning). You can RPL particular units, or a whole course. To be successful in your RPL application, you'll need to provide comprehensive evidence of prior work experience, including workplace documents and strategies you've created.

We also offer credit transfers. If you've previously completed a unit(s) within the course you wish to enrol in, you may apply for a credit transfer so you don't have to complete the unit again. You can also apply for a credit transfer for a unit that you've completed that is not listed in the course you are enrolling but is in the training package.

For more information on RPL and credit transfers, please speak to one of our learning consultants.

# Why CAL?

**We're committed to igniting real change by inspiring one student at a time and giving them the power to shape their own world.**

The College for Adult Learning formed as a Registered Training Organisation (RTO) in 2009, founded by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.

At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.



# Unlimited support

Throughout your studies with CAL, you'll have constant access to learning coaches and student support – via calls live chats, emails, and support tickets.

Our learning coaches are experts in their industries and will assess and support you in your course learning. They're an invaluable resource for course-specific content, bouncing ideas around, and providing practical advice. Additionally, learning coaches are available for one-on-one coaching sessions (including some after-hours slots). You can book as many coaching calls as you want!

Our support team gives you a catch-all for all support queries that aren't content-specific. They're available to chat over the phone or on live chat between 9:00 am and 6:00 pm on weekdays. Have a support question outside these hours? Just submit a support ticket and our solution-oriented team will get back to you as soon as they can.

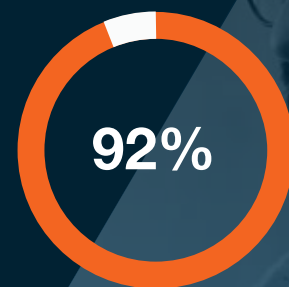


of our students surveyed achieved their primary study goal

\*Statistics sourced from 2020 Alumni Survey



of our students surveyed achieved multiple study goals



recommend CAL to people looking to progress their career



“Studying with CAL has [...] opened up doors for gaining better employment and wages for me. Struggling with surviving in my previous job, I decided to step out of the box and gain a higher qualification than I had. I applied for a new job and having started my course, this had a bearing on gaining the position I am now in.”

**ROSALIND**

CAL Graduate



“10 years ago, I was almost unemployable, now I’m being headhunted for roles. In 10 years, I will (hopefully) be retired.”

**JEREMY**

CAL Graduate

# Apply Now, Start Tomorrow

In just four easy steps you'll be on your way to taking your career to new heights.



**Our Learning Consultants are here to help you find the right study path for your career.**

Now that you've enquired, the next step is to apply to enrol.

You'll be put in contact with your own Professional Learning Consultant to guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

**APPLY NOW**