

# CPC40108 | certificate IV in building and construction building



## what's it all about?

If you are interested in a career in the residential building industry in Australia, this program may be the answer. The Certificate IV in Building and Construction (Building) (CPC40108) covers the skills and knowledge needed by professional builders in the low-rise residential and commercial sector of the building industry. It is also a requirement in many States and Territories to obtain a low-rise residential builders licence and/or supervisors registration (or local equivalent).

Successful completion means you will be able to co-ordinate the construction of a building, taking responsibility for the overall completion of the job, including selecting contractors, overseeing the work and its quality, and liaising with the client.

Many Builders employ people who hold this qualification in a range of roles.

## what do I need before I start?

To start this program, you must have:

- Good English reading, writing and listening skills;
- A current OH&S safety induction card;
- Knowledge of building terminology;
- Access to a building site.

You can check your knowledge and find out about courses by contacting HIA Training on 1300 650 620.

## what will I need?

- Pen & 0.5mm HB Pacer pencil
- Scientific calculator
- Normal scale rule
- Eraser
- Internet access (outside of face-to-face sessions)
- Camera
- Closed shoes (for field work).

You will be notified of any specific short course requirements when you enrol.

## how long will it take?

The program should take between 6 and 9 months to complete. You will need to commit 26-27 days (depending on state/territory licensing requirements) of face-to-face time, as well as about 7-10 days per month for self-directed learning, research, and assessments.

## how much will it cost?

ACT/Southern NSW

\$7,215 (HIA member)

\$8,060 (non member)

## how do I become a HIA member?

Interested in HIA membership? Contact 02 6285 7300.

Membership for builders and contractors begins at \$616 including GST.

# things you need to know about training with HIA

(for full details get a copy of the HIA learner handbook)

## how do I enrol?

You can enrol in HIA courses in one of 2 ways:

- Online at [hia.com.au](http://hia.com.au)
- by completing an enrolment form

Contact your local HIA office on 02 6285 7300.

If you are under 18, your enrolment must be approved by a parent or guardian.

## can I get recognition for what I already know?

The National training system in Australia allows the recognition of knowledge and skills gained through previous study and/or experience.

If you think you have skills and knowledge that may meet the requirements of any part of an HIA course, please contact your local HIA Training Services on 02 6285 7300.

## when do I need to pay?

To secure your place, you must pay for your course at the time of booking.

HIA accepts cash, cheques, and major credit cards.

If you require an invoice to raise a payment, payment must be made 5 days before the start of the course.

## can I change my mind?

You will be informed of the full refund, transfer and substitute policy at the time of enrolment, but broadly if you:

- give less than 5 days notice of non-attendance, no fees will be refunded;
- transfer to a different course with less than 5 days notice, there will be an administration charge of \$20.00;

Government funded places have specific payment refund, transfer and substitute requirements.

## can HIA support my learning needs?

If you have any special needs for your learning linked to language or disability, you should speak to your local HIA Training Office at the time of enrolment. HIA can often offer in-house support, or direct you to possible external sources.

HIA will also do its best to accommodate unexpected needs such as changes to your work or personal life. It is your responsibility to inform HIA as soon as possible of any needs you may have.

## what will be expected of me?

As an HIA learner, you will be expected to:

- Attend face to face sessions on time;
- Treat trainers, administration staff, and other learners with respect;
- Attempt all activities and assessments to the best of your ability within the set timeframes (this will include some self-directed learning and research);
- Behave in a way that does not interrupt other learners;
- Submit your own work.

## about HIA

The Housing Industry Association is the leading industry association in the Australian residential building sector, with staff supporting the business interests of over 40,000 builders, contractors, manufacturers, suppliers and business partners in the home building industry.

HIA members include businesses of all sizes, ranging from individuals working as independent contractors, and home based small businesses to large, publicly listed companies employing thousands of people.

If you want to know how HIA can help you, please contact us on 1300 650 620.