Melbourne Building Academy Pty Ltd

CPC50220 Diploma of Building and Construction (Building)

This skills recognition program provides you the participant with the opportunity to attain the CPC50220 Diploma of Building and Construction (Building) through a skills recognition process.

A Skills Recognition process is where you provide evidence of your skills and knowledge, such as documentary evidence, video evidence, and testimonials on your ability. We will then review this information, visit your workplace and observe you at work to confirm that these skills and knowledge are present and a true reflection of your current abilities and skill set.

To apply for this process the applicant will:

Contact our office to arrange a cost free/obligation free Candidate Suitability Interview, in the interview the candidate will:

- Review our course info sheets
- Review our participant handbook
- Review our Enrolment Agreement
- Meet with one of our Skills Assessors to determine if the candidate has the necessary work experience and knowledge, as well as sufficient English skills to complete the Skills Assessment process. This will include a Language Literacy and Numeracy assessment.
- Review with the Skills Assessor a sample RPL Candidate Kit to ensure an understanding of the knowledge and skills required, the method of evidence collection and to discuss any questions that they have.

Applicants wishing to commit with their Skills Recognition process will:

- sign and submit Enrolment Agreement
- sign and submit Participant Handbook Declaration
- Make their initial payment.
- Depart with the RPL Candidate Kit and a schedule for meetings to review the gathered evidence.

The participant is then able to commence collecting their information in preparation for submission any potential site visits (these will be advised on at least two weeks in advance).

Depending upon the results of the evidence submission, you may be required to provide more evidence of competency, you may need to arrange for your RPL assessor to visit you at work, and the RPL assessor may need to talk to the people who have provided you with the evidence.

All communication, confirmations and results will be provided in writing, typically by email.

If you do not have the skills or knowledge to meet the needs of the Skills Recognition program you will not be found competent and will not attain the qualification. Melbourne Building Academy does not provide "Gap Training", you will need to make your own arrangements to acquire any additional skills or knowledge required to complete the program. This additional skills and knowledge may be available in your workplace, it may be available at your local TAFE or through another training provider, we do not provide GAP training.

Should the applicant wish to apply for the course they will need to:
- Provide an identification to show the following:
  a) Medicare card / Australian Citizenship certificate / Australian Passport or any other document which shows that they are eligible to under training with MBA as a domestic student.
  b) Proof of address

  Copies of this identification is to be taken and recorded in the student file. This is especially important for correct spelling of legal names.

Note: If the applicant is a foreign national, and uses an overseas passport for identification, it is important to check that the applicant is NOT on a student visa, we cannot accept applicants on Student Visa's.

- Provide documentary evidence that they are over the age of 18 years.

  A copy of this evidence is also to be retained in the student file

- Satisfactorily complete the Melbourne Building Academy LLN Assessment.

  A copy of this is also to be retained in the Participants file.

LLN Policy

No specific requirements for language and literacy skills are listed for the Training Package.

However, students must also possess a moderate level of Language, Literacy and Numeracy. To achieve this, MBA has designed LLN test and students are expected to answer all the questions correctly. Students who are not able to complete the test correctly are given one more opportunity failing which will lead to denial of RPL process.

Participants with concerns about their ability to complete the course will need to discuss this with their employer; Melbourne Building Academy is available to participate in these discussions if required.

Entry requirements:

To commence this skills recognition program, you must be:

- Over the age of 18 years
- Have worked in the Construction industry for at least three (3) years.
- Are currently working in the Construction industry and have access to work sites to allow a demonstration of skills and knowledge as required for the units within this strategy.

Qualification Structure

You will be required to demonstrate your current skills and knowledge in the following areas. These areas are called Units of Competency and are taken from the CPC50220 Diploma of Building and Construction (Building) which is defined in the CPC training package which can be found at: https://training.gov.au/Training/Details/CPC50220

As part of this qualification, Participants are will undertake the following unit of competencies:

BSBOPS504	Manage risk
BSBWHS513	Lead WHS risk management
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
CPCCBC4003	Select, prepare and administer a construction contract
CPCCBC4004	Identify and produce estimated costs for building and construction projects
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC4008	Supervise site communication and administration processes for building and construction projects
CPCCBC4009	Apply legal requirements to building and construction projects
CPCCBC4010*	Apply structural principles to residential and commercial constructions
CPCCBC4012	Read and interpret plans and specifications
CPCCBC4013	Prepare and evaluate tender documentation
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4018	Apply site surveys and set-out procedures to building and construction projects

CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C buildings
CPCCBC5001	Apply building codes and standards to the construction process for Type B construction
CPCCBC5002	Monitor costing systems on complex building and construction projects
CPCCBC5003	Supervise the planning of onsite building and construction work
CPCCBC5005	Select and manage building and construction contractors
CPCCBC5007	Administer the legal obligations of a building and construction contractor
CPCCBC5010	Manage construction work
CPCCBC5011	Manage environmental management practices and processes in building and construction
CPCCBC5013	Manage professional technical and legal reports on building and construction projects
CPCCBC5018* Pre-requisite CPCCBC5001 CPCCBC4053	Apply structural principles to the construction of buildings up to 3 storeys
CPCCBC5019	Manage building and construction business finances
BSBPMG532	Manage project quality
BSBPMG538	Manage project stakeholder engagement
CPCCBC4052	Lead and manage teams in the building and construction industry

Should you elect to depart from the Skills Recognition program before you have demonstrated all the required skills and knowledge, a Statement of Attainment will be issued to you for those units in which you have demonstrated competency.

All assessments are normally conducted in English, we can support other languages provided we can arrange the required translators and documentation.

Should assessment be required in another language, we suggest that you contact us and we will advise if we can accommodate your language needs and at what additional costs.

We will assist you where we can, however, should your needs for support or assistance exceed our skills, we will refer you to a suitable organisation to assist you further, this may be a TAFE local to you or our workplace.

Should there be another way we can assist you with ensuring that you maximise your chances of completing the course though us changing something or accommodating your needs please call our Staff.

Melbourne Building Academy is flexible in the format and timing of assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

Melbourne Building Academy offers support to all Participants with their assessment needs. We can tailor the assessment program to assist people with assessment issues and, to a more limited degree, personal issues.

Due to the requirements of maintaining a safe environment, Melbourne Building Academy reserves the right to withdraw any participant(s) on the grounds of safety.

Our Participant manual details our complaints and appeal procedure, our discipline policy, and our access and equity policy, including the contact for any Access and Equity issues.

Fees and Charges: The fee for this course $3,000.

This is to be paid at:

$1,500 at Commencement of the Skills Recognition Process ($150 paid on confirmation of enrolment and $850 paid immediately before commencement of the Skills Recognition process).

$1,500 prior to site visit (if required) or qualification issuance

Fees can be paid by cash, credit card, EFPOS, EFT or by cheque. (Note cheques will need to clear before the Skills Recognition process can be undertaken.)

As soon as we receive clear payment (instantaneous for all but payers by cheque) participants will be able to commence a unit of skills recognition.

As stated before, we do not offer a refund for any payments made.

In cases of extreme hardship application in writing can be made to the CEO to vary these terms.

All Participants should note that lost statements of attainment or certificates can be replaced, the fee for this is $22 including GST and will require the participant to advise of their name and other suitable personal details to allow us to confirm their identity.

For more information about fee refunds, complaints and appeals etc., please refer Participants handbook. Participants handbook can be downloaded from our website. You can also request us a copy by sending an email to us.

To enrol or inquire further, please contact us at:

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