

**REPORT ON ALIGNMENT OF  
CPC08 QUALIFICATIONS WITH  
BUILDERS' REGISTRATION  
COMPETENCY REQUIREMENTS**

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## Executive Summary

The Certificate IV and Diploma qualifications in Building and Construction (Building) in the CPC08 Construction, Plumbing and Services Integrated Framework Training Package were designed to define higher level building skills and meet registration and licensing requirements for builders in Australian States and Territories.

During the review of these qualifications in 2007 concerns were raised that the requirements for individual registration as a builder were not well aligned to the competency outcomes of the qualifications. In some jurisdictions it is necessary to complete significant additional competencies in the Diploma to meet Builders' Registration requirements. In part this is because both the Certificate IV and Diploma have direct entry and no pre-requisites and the Diploma does not specifically include units of competency from the Certificate IV although there is some topic overlap.

Initial consultation with a variety of industry, regulator and Registered Training Organisation (RTO) stakeholders indicated that the structure of the Certificate IV meets the majority but not all, jurisdictional categories of limited building registration/licensing. However it was found that the Diploma structure could be greatly improved by having the underpinning content of some Certificate IV competencies embedded in it so training covers the relevant progressive skills required for higher classes of builder registration.

To address this, the Skills Council instituted a continuous improvement project to crystallize the views of relevant stakeholders and make any necessary changes. The process included meetings with groups of stakeholders including builder licensing regulators, industry associations and RTOs plus a widely circulated written survey to gain feedback on what requires amendment. The project process and outcomes are set out in this report.

Feedback during the consultation and from survey responses naturally varied between stakeholders and jurisdictions, however there was consensus on key changes and valuable feedback on other aspects of improving the qualifications or the quality of their delivery that can be tested during implementation and addressed in ongoing continuous improvement as required.

Recommendations arising from the project consultation and survey are to:

1. Accept the survey responses supporting change to the packaging requirements for completion of the Certificate IV in Building and Construction (Building).
2. Make additions and content changes to the compulsory and elective unit packaging consistent with the survey instrument example and majority supported changes from the survey feedback for the Diploma of Building and Construction (Building).

3. Prepare a case for endorsement and submit the amended two qualifications to the National Quality Council (NQC) as continuous improvement of the CPC08 Construction, Plumbing and Services Integrated Framework Training Package.
4. Continue to monitor implementation of the qualifications to determine if:
  - the minority survey response suggestions for other changes to the packaging of the Diploma of Building and Construction (Building) could be supported at a later date if use of the elective options indicates additional units should be made compulsory.
  - further content changes are required to better deal with competency outcomes in estimating, environmental sustainability and industry specific OHS
  - content changes are required to ensure fire separation knowledge is embedded sufficiently in the Diploma of Building and Construction (Building)
  - competencies in HR, financial, project and risk management should be as compulsory packaging requirements in the Diploma.

## Drivers for Change

The issue of alignment of the national Construction Training Package qualifications at Certificate IV and Diploma with Builder Registration competency requirements was raised during the review of the construction and plumbing Training Packages in 2007. This was pursued with regulators and industry stakeholders to determine what changes to the Certificate IV in Building and Construction (Building) and the Diploma of Building and Construction (Building) were required to better align with builder registration/licensing. The responsible State and Territory regulators provided their views and it was discussed at the Builders' Licensing Australasia (BLA) conference in Darwin on 15 May 2008. State and Territory groups of industry and RTO stakeholders also considered changes and have provided suggestions to CPSISC at consultation meetings and through a survey.

A driver for change is that in some jurisdictions it is necessary to complete significant additional competencies in the Diploma to meet Builders' Registration Board requirements. In part this is because the Certificate IV and Diploma are direct entry qualifications with no pre-requisites and the current Diploma does not specifically include units of competency from the Certificate IV. As such there is no direct articulation between Certificate IV and Diploma competencies in the Training Package so Registered Training Organisations (RTOs) cannot readily ascertain what credit/advanced standing someone holding a Certificate IV should be granted if they subsequently undertake the Diploma without a complex mapping and Recognition of Prior Learning (RPL) process.

Another driver is that RTOs are including underpinning content from some Certificate IV competencies in the Diploma when they deliver it. This extends the nominal training duration of some Diploma units of competency to the degree that they are not able to be delivered and assessed in a 12 month period so progressive recognition and State funding is adversely affected. Units of competency from other qualifications can be substituted when choosing electives in the Certificate IV and Diploma but not sufficiently to allow the minimum packaging of the qualifications to meet all jurisdictional registration requirements.

## Resolution Process

Initial feedback on issues for resolution of alignment with builders' registration competency requirements was consolidated into a survey sent out to industry associations, regulators, State and Territory Training Authorities (STAs) and RTOs with scope of registration for the relevant qualifications from the BCG03 General Construction Training Package. A synopsis of the survey process and responses is provided at **Attachment A**.

A number of comments were made either in consultation meetings, through the survey responses, emails or telephone discussions. These fell into three categories:

- additional proposed changes to the compulsory and elective options in either or both qualifications
- suggested content improvements to existing units to deal with perceived lack of depth in the knowledge requirements or where more specific information on the required knowledge is required
- issues with the quality of training and assessment against the qualification, particularly considerable disparity between nominal hours delivered by RTOs.

The packaging changes are as follows:

### **Certificate IV in Building and Construction (Building)**

The initial survey discussion paper did not propose any amendments to the packaging of Certificate IV however the following suggestions came from survey respondents for minor additions to be made to the compulsory units of competency. This had also been raised in the BLA conference discussion.

The proposals are to move one unit:

- **CPCBC4011A** Apply structural principles to commercial low rise constructions from compulsory to elective and to move two units:
  - **CPCBC4012A** Read and interpret plans and specifications
  - **CPCBC4026A** Arrange building applications and approvals from elective to compulsory requirements.

The net effect would be to increase the compulsory units in the packaging from 12 to 13 with a consequent slight increase in the overall requirement to complete the qualification from the previous 15 units to 16. There appears to be support for this change from most jurisdictions and stakeholders.

### **Diploma of Building and Construction (Building)**

The survey proposed quite significant changes to the Diploma in order to ensure underpinning knowledge and skills articulated effectively between the Certificate IV and Diploma. This entailed adding a number of Certificate IV units to the compulsory and elective units of competency and amending the content of some Diploma units to reduce overlap and duplication.

The survey example proposals were to add the following seven units from the Certificate IV to the compulsory requirements for the Diploma:

- **CPCBC4001A** Apply building codes and standards to the construction process for low rise building projects
- **CPCBC4003A** Select and prepare a construction contract
- **CPCBC4004A** Identify and produce estimated costs for building and construction projects
- **CPCBC4010A** Apply structural principles to residential low rise construction
- **CPCBC4013A** Prepare and evaluate tender documentation
- **CPCBC5002A** Monitor costing systems on medium rise building and construction projects
- **CPCBC5010A** Manage construction work

This would require amending the content of the following two existing Diploma units to avoid overlap and duplication:

- **CPCBC5001A** Apply building codes and standards to the construction process for medium rise building projects
- **CPCBC5008A** Apply structural principles to the construction of medium rise buildings

The example proposal also reduced the packaging requirement from six elective units to five and added the following six units from the Certificate IV to the Diploma elective options:

- **CPCBC4006A** Select, procure and store construction materials for low rise projects
- **CPCBC4009A** Apply legal requirements to building and construction projects
- **CPCBC4011A** Apply structural principles to commercial low rise constructions
- **CPCBC4014A** Prepare simple building sketches and drawings
- **CPCBC4018A** Apply site surveys and set-out procedures to building and construction projects
- **CPCBC4024A** Resolve business disputes

plus this unit from the Information and Communications Training Package:

- **ICAI130B** Operate a spreadsheet application

The net effect of adopting these proposed changes would be to increase the compulsory units in the packaging from six to thirteen with a consequent increase in the overall requirement to complete the qualification from the previous 12 units to 18.

## Additional proposals for change

The survey responses indicated general support for the proposed amendments to the Diploma with other suggestions for additional changes as follows:

### *Proposal 1*

Replace the compulsory unit

- **CPCBC5010A** Manage construction work

with

- **CPCBC5005A** Select and manage building and construction contractors

and change the following three units from elective to compulsory:

- **CPCBC5004A** Supervise and apply quality standards to the selection of building and construction materials
- **CPCBC5007A** Administer the legal obligations of a building or construction contract
- **CPCBC5009A** Identify services layout and connection methods to medium rise construction projects

This proposal came from only one stakeholder and moving the identified three units from elective to compulsory would significantly increase the requirement to complete the qualification unless the elective packaging requirements were reduced accordingly, which would in turn make the qualification relatively inflexible.

### *Proposal 2*

Change

- **CPCBC5009A** identify services layout and connection methods to medium rise construction projects

from an elective to a compulsory requirement and move either:

- **BSBPMG505A** Manage project quality

or

- **BSBPMG508A** Manage project risk {preferred option for change}

from compulsory to elective so the total number of compulsory units in the packaging requirements remains the same.

This came from a building regulator and should be considered as a future continuous improvement option based on implementation experience.

### *Proposal 3*

Add the units:

- **CPCBC4012A** Read and interpret plans and specifications
- **CPCBC4005A** Produce labour and material schedules for ordering

to the electives of the Diploma

This came from an RTO and would improve the flexibility of the qualification.

The most significant change is the increase in units of competency required to complete the Diploma although embedding the Certificate IV aligned units in this qualification would mean that anyone completing the Certificate IV and then undertaking the Diploma would be able to claim credit for competencies already achieved. Four of the compulsory units from the Certificate IV could be claimed as they would be compulsory in the Diploma and judicious selection of electives when completing a Certificate IV could further increase articulation with the Diploma.

The survey responses also provided a range of other comments on the qualifications including:

- the qualifications' capacity to encompass all the industry skill needs as distinct from the regulatory requirements should be considered
- identify a need to better accommodate the needs of small, medium and large enterprises in delivery of the training programs
- there is a perceived lack of depth in the content of some competency areas, specifically estimating, environmental sustainability (of the finished building not just the construction process itself) and fire separation knowledge and application
- industry specific OHS units of competency should be developed rather than the imported Business Services Training Package OHS units now utilised
- consider packaging additional Business Services units (both now elective in the Diploma or additional imported units) in the areas of HR, financial, project and risk management into the compulsory requirements for the Diploma.

## Recommendations

1. Accept the survey responses supporting change to the packaging requirements for completion of the Certificate IV in Building and Construction (Building) as set out in Attachment B.
2. Make additions and content changes to the compulsory and elective unit packaging consistent with the survey instrument example and majority supported changes from the survey feedback for the Diploma of Building and Construction (Building) as set out above.
3. Prepare a case for endorsement and submit the two qualifications to the National Quality Council (NQC) as continuous improvement of the CPC08 Construction, Plumbing and Services Integrated Framework Training Package.
4. Continue to monitor implementation of the qualifications to determine if:
  - the minority survey response suggestions for other changes to the packaging of the Diploma of Building and Construction (Building) could be supported at a later date if use of the elective options indicates additional units should be made compulsory.
  - further content changes are required to better deal with competency outcomes in estimating, environmental sustainability and industry specific OHS
  - content changes are required to ensure fire separation knowledge is embedded sufficiently in the Diploma of Building and Construction (Building)
  - competencies in HR, financial, project and risk management should be as compulsory packaging requirements in the Diploma.

## Attachment A – Survey

### Survey process and response

A survey instrument setting out the drivers and rationale for changing the Certificate IV and Diploma qualifications was prepared that included marked-up example qualifications showing where packaging and content changes could be made to better align the qualifications with builder registration and licensing. The instrument had a response section posing questions on the proposed changes plus the capacity to provide additional comments and suggestions. This was able to be emailed or faxed back for CPSISC consideration. The instrument was sent out on 10 June for response by July 4 2008.

The survey instrument went to:

- Industry associations such as the Housing Industry Association (HIA), Master Builders' Australia (MBA) for distribution to their members and State and Territory networks as well as their training arms that deliver the relevant qualifications.
- Construction, Forestry, Mining and Electrical Union (CFMEU)
- Builders' Licensing Australasia (BLA) regulators
- Building and construction enterprises
- Construction ITABs for distribution to interested members
- RTOs with scope of registration for the BCG03 General Construction Training Package Certificate IV and Diploma qualifications, and TAFE curriculum agencies such as the NSW Manufacturing, Engineering, Construction and Transport Curriculum Centre (MECAT)
- National Advanced Building Network (TAFE) members
- State and Territory Training Authorities.

The CPC08 Construction, Plumbing and Services Integrated Framework Training Package is still within the evaluation and endorsement process so RTOs were sent the survey through their State curriculum agencies or directly based on their current scope of registration for the BCG03 General Construction Training Package Certificate IV and Diploma qualifications. There are 14 RTOs nationally with scope to deliver the Certificate IV and 6 RTOs nationally with scope to deliver the Diploma. There are several private providers able to deliver the Certificate IV but the qualifications are predominantly available through TAFE institutes and the HIA and MBA training arms.

National training statistics to 31 December 2007 show that:

- The Certificate IV in Building and Construction (Building) from the BCG03 Package had no enrolments although there were enrolments in other Certificate IV's including 41 in training for the Certificate IV in Building and Construction (Contract Administration)
- The Diploma in Building and Construction (Building) from the BCG03 Package had 1 (ACT) new enrolments with 10 already in training, also all in the ACT.

These low numbers for important new qualifications could reflect a lag in reporting of new enrolments by the end of 2007 but also continuing use of local accredited courses covering the same topics and still used for builder registration and licensing.

Responses came back with jurisdictional regulator positions, amalgamated responses on behalf of members of a larger organisation (i.e. HIA) or where a regulator, relevant RTOs, industry associations and the local STA had met to consider a jurisdictional response on their combined behalf (i.e. Western Australia). There were separate responses from STAs and some individual RTOs although this only comprised 10% of the total responses. There were no responses by the due date from ITABs or the CFMEU.

### **Synopsis of responses**

1. A significant majority supported the proposed changes set out in the survey citing the need to increase the underpinning knowledge in the Diploma and better and more clearly articulate progression between the Certificate IV and Diploma. Many responses and discussion in stakeholder meetings indicated that individuals who undertook the Certificate IV to gain a lower registration/licensing category, frequently wish to progress to a higher license at a later date and expect to gain transparent credit for previous competencies achieved when undertaking the Diploma.
2. A majority of respondents proposed changes to the packaging of the Certificate IV not put forward in the survey instrument examples. This was to meet licensing requirements in some jurisdictions and to ensure the skill of interpreting plans and specifications was compulsory in achieving the qualification.
3. A minority suggested moving additional units of competency in the Diploma from elective to compulsory but this was not supported in most jurisdictions.
4. One RTO respondent proposed that completion of a Certificate IV be an entry requirement for undertaking the Diploma, however most stakeholders supported embedding particular Certificate IV units in the Diploma rather than 'nesting' the qualifications.

## Attachment B – Recommended Changes

CPC40108 Certificate IV in Building and Construction (Building)	
<p>16 units of competency are required for award of this qualification:</p> <ul style="list-style-type: none"> <li>• 13 compulsory units</li> <li>• 3 elective units</li> </ul> <p>The electives may be selected as follows:</p> <ul style="list-style-type: none"> <li>• all three electives may be selected from the elective list below</li> <li>• one of the three elective units may be selected from a Certificate IV qualification in another endorsed Training Package or within the CPC08 Construction, Plumbing and Services Integrated Framework Training Package, ensuring the industry context of the qualification is maintained</li> <li>• one of the three elective units may be selected from either a Certificate III or Diploma qualification in CPC08.</li> </ul> <p>Additional units of competency may be required to meet builder registration requirements in various States and Territories.</p>	
<b>Compulsory units</b>	
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects
CPCBC4002A	Manage occupational health and safety in the building and construction workplace
CPCBC4003A	Select and prepare a construction contract
CPCBC4004A	Identify and produce estimated costs for building and construction projects
CPCBC4005A	Produce labour and material schedules for ordering
CPCBC4006A	Select, procure and store construction materials for low rise projects
CPCBC4007A	Plan building or construction work
CPCBC4008A	Conduct on-site supervision of building and construction projects
CPCBC4009A	Apply legal requirements to building and construction projects
CPCBC4010A	Apply structural principles to residential low rise constructions
CPCBC4012A	Read and interpret plans and specifications
CPCBC4026A	Arrange building applications and approvals
BSBSMB406A	Manage small business finances
<b>Elective units</b>	
CPCBC4011A	Apply structural principles to commercial low rise constructions
CPCBC4013A	Prepare and evaluate tender documentation
CPCBC4014A	Prepare simple building sketches and drawings
CPCBC4015A	Prepare specifications for all construction works
CPCBC4016A	Administer a construction contract
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
CPCBC4022A	Supervise tilt-up work
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
CPCSUS4001A	Implement and monitor environmentally sustainable work practices
BSBWOR402A	Promote team effectiveness
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use simple spreadsheets
BSBITU301A	Create and use databases
BSBMGT403A	Implement continuous improvement
BSBPMG404A	Apply quality management techniques
BSBPMG407A	Apply risk management techniques
BSBPMG510A	Manage projects
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan small business finances
BSBSMB404A	Undertake small business planning
BSBSMB405A	Monitor and manage small business operations
BSBWOR401A	Establish effective workplace relationships
BSBWRT401A	Write complex documents
CHCCS405A	Work effectively with culturally diverse clients and co-workers
TAADEL404B	Facilitate work-based learning

CPC50208 Diploma of Building and Construction (Building)	
<p>18 units of competency are required for award of this qualification:</p> <ul style="list-style-type: none"> <li>• 13 compulsory units</li> <li>• 5 elective units</li> </ul> <p>The electives may be selected as follows:</p> <ul style="list-style-type: none"> <li>• all five electives may be selected from the elective list below</li> <li>• one of the five elective units may be selected from a Diploma qualification in another endorsed Training Package or within the CPC08 Construction, Plumbing and Services Integrated Framework Training Package, ensuring the industry context of the qualification is maintained</li> <li>• two of the five elective units may be selected from any Certificate IV in CPC08.</li> <li>• one of the five elective units may be selected from the Advanced Diploma in CPC08.</li> </ul> <p>Selection of particular elective units or additional units of competency may be required to meet builder registration requirements in various States and Territories.</p>	
<b>Compulsory units</b>	
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects
CPCBC4003A	Select and prepare a construction contract
CPCBC4004A	Identify and produce estimated costs for building and construction projects
CPCBC4010A	Apply structural principles to residential low rise construction
CPCBC4013A	Prepare and evaluate tender documentation
CPCBC5001A	Apply building codes and standards to the construction process for medium rise building projects
CPCBC5002A	Monitor costing systems on medium rise building and construction projects
CPCBC5003A	Supervise the planning of on-site medium rise building or construction work
CPCBC5008A	Apply structural principles to the construction of medium rise
CPCBC5010A	Manage construction work
BSBOHS504B	Apply principles of OHS risk
BSBPMG505A	Manage project quality
BSBPMG508A	Manage project risk
<b>Elective units</b>	
CPCBC4005A	Produce labour and material schedules for ordering
CPCBC4006A	Select, procure and store construction materials for low rise projects
CPCBC4009A	Apply legal requirements to building and construction projects
CPCBC4011A	Apply structural principles to commercial low rise constructions
CPCBC4012A	Read and interpret plans and specifications
CPCBC4014A	Prepare simple building sketches and drawings
CPCBC4018A	Apply site surveys and set-out procedures to building and construction

	projects
CPCCBC4024A	Resolve business disputes
CPCCBC5004A	Supervise and apply quality standards to the selection of building and construction materials
CPCCBC5005A	Select and manage building and construction contractors
CPCCBC5006A	Apply site surveys and set-out procedures to medium rise building projects
CPCCBC5007A	Administer the legal obligations of a building or construction contract
CPCCBC5009A	Identify services layout and connection methods to medium rise construction projects
CPCCBC5011A	Manage environmental management practices and processes in building or construction
CPCCBC5012A	Manage the application and monitoring of energy conservation and management practices and processes
CPCCBC5013A	Develop professional technical and legal reports on building and construction projects
CPCSUS5001A	Develop workplace policies and procedures for sustainability
BSBCUS501A	Manage quality customer service
BSBFIM501A	Manage budgets and financial plans
BSBHRM509A	Manage rehabilitation or return-to-work programs
BSBINN502A	Build and sustain an innovative work environment
BSBITU401A	Design databases
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBLED502A	Manage programs that promote personal effectiveness
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBRISK501A	Manage risk
BSBSLS502A	Lead and manage a sales team
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502A	Ensure team effectiveness
CPPDSM5022A	Implement asset management plan
ICAUI130B	Operate a spreadsheet application