



CPC40208 Certificate IV in Building and Construction (Contract Administration)

National ID: CPC40208 | State ID:W606

This qualification is designed to meet the needs of contract administrators and clerical support personnel working in small to medium-sized organisations. Participants will learn about Contract Law, and the Building Codes and Standards, providing them with the practical skills and knowledge to: Prepare and administer a construction contract, Ensure compliance with contract provisions, Sourcing and procuring project resources, Apply risk management, Process client requirements, Issue construction reports, Quality and risk management, Workplace safety processes, Building applications and approvals and Interpret plans and specifications.

Your qualification prepares you for roles such as:

Occupational titles may include: Contract administrator or Clerical support.

Occupational titles may include contract administrator.

Further Study Option(s)

Traineeship/Apprenticeship

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Course Overview



Location	Duration	Competitive	Selection criteria
Bunbury	Two semesters	No	No selection criteria

Please contact the college to receive an indicative price for this course.

VET Student Loans

VET Student Loans is the new program that replaces the current VET FEE HELP scheme.

Eligible students will be entitled to apply for a VET Student Loan. Comprehensive information on VET Student Loans can be found on the Australian Government website education.gov.au/vet-student-loans

International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time.

For information on international student fees and application, please follow this link to the TAFE International WA website www.tafeinternational.wa.edu.au