



# 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
- Interpret plans and specifications

Your qualification prepares you for roles such as:

Contract administrator or Clerical support

Further Study Option(s)

Traineeship/Apprenticeship

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## Course Overview



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