

## Certificate IV in Electrical Contracting

**EA104 Estimating, Tendering & Contracting**

**EA105 Financing & Controlling**



### College of Electrical Training (CET)

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*Connect Your Mind*

24/10/2011

### Course Overview

The Certificate IV of Electrical Contracting course provides a formal course of study to qualified electrical mechanics and/or electrical fitter/mechanics wishing to further their career in the electrical industry.

This Certificate IV of Electrical Contracting course is designed to build upon electrical trade studies and includes broadening the knowledge and skills in electrical installation practices, statutory requirements, inspection of electrical installation work, job management, business operations, electrical estimating, financing and controlling.

Although oriented towards the Electrical Contractor, persons with a general interest in small business contracting are able to access individual non-electrical modules within the training course.

### Course Requirements

Entry to module WAE100 will require the student to hold a current Unrestricted Electricians Licence.

**\*Evidence of the above must be presented in order to confirm your enrolment on this course\***

For general entry to modules EA103A, EA102, EA103B, EA104 and EA105 a background in the Electrical Industry is preferable although not mandatory.

### Course Content

The **Certificate IV of Electrical Contracting** consists of six competency based modules.

Module		Duration
EA103A	Operation (Electrical) Legislative Requirements	10
WAE100	Electrical Requirements	30
EA102	Establishing a Contracting Business	40
EA103B	General Legislative Requirements	20
EA104	Estimating, Tendering and Contracting	32
EA105	Financing and Controlling	40

All modules are nationally recognised.

Of the six modules EA103A and WAE100 are required to apply for the **Electrical Contractors In-house Nominees Licence**

Should an **Electrical Contractors Licence** be sought, modules EA103A, WAE100, EA102 and EA103B must be completed.

For further information regarding Electrical Contractors Licence course modules EA103A, WAE100, EA102 and EA103B please refer to the Electrical Contractors Licence course brochure.

In addition to the Electrical Contractors Licence Course modules a further two modules are required to complete the Certificate IV of Electrical Contracting.

These modules can be completed stand alone or as part of the Certificate IV of Electrical Contracting.

### EA104 Estimating, Tendering and Contracting (32 Hours)

- Interpret project drawings, symbols, specifications and other associated documentation
- Analyse contractual obligations and the significance of various contractual documents
- Prepare estimates, tender submissions and quotations.
- Prepare a project plan for a diverse range of given projects

### EA105 Financing and Controlling (40 hours)

- Evaluate selected management strategies applicable to a small contracting business
- Evaluate available financing sources and prepare a financing plan for a small contracting business
- Formulate suitable procedures for the monitoring of financial performance in a small contracting business
- Formulate strategies for the management of human and physical resources in a small contracting business

### Certification

Upon successful module completion students are provided with a Statement of Attainment. Upon successful completion of all six modules students are issued with the Certificate IV of Electrical Contracting.

### Skills Recognition

Our skills recognition process benefits students, who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

## Skills Recognition (cont)

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

## Module Duration / Attendance

EA104 Estimating, Tendering and Contracting 4 days full time

EA105 Financing and Controlling 4 days full time

In addition to course fees students may be required to provide some course reference books and resource materials.

## Examination Re-sit Policy

Where students are required to re-sit an examination a \$30.00 fee applies in the first instance. Should subsequent examination re-sits be required a \$150.00 fee applies for each examination.

## Course Fees

Subsidised course fees may be available to persons currently working in the building and construction industry or unemployed persons who have worked in that trade in the previous 6 months.

**The fee subsidy does not apply to persons working in the security and mining industries and Government employees.**

Both the Work History Form and a Credit Card Authority Form for payment can be downloaded from our website.

## How to Enrol

Simply complete the course registration form and return to the CET together with your payment.

## Cancellation Policy

8 days or more prior to course commencement 100% fee refund

2 to 7 days prior to course commencement 90% fee refund

1 day or less prior to course commencement Nil fee refund

Should you have any queries please do not hesitate to contact:

### Balcatta Campus

Phone: (08) 9240 7700 Email: admin3@cet.asn.au

## Registration Form -

### Certificate IV in Electrical Contracting

How did you find out about the CET? \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Private Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Facsimile \_\_\_\_\_

Course Date \_\_\_\_\_

Company \_\_\_\_\_

## Course Fees—Fees are subject to change

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for (please tick):

Module NonSubsidised Fee Subsidised Fee

EA104 \$525.00  \$65.00

**NECA Member Fee** \$ 55.00

Should you be a NECA member please provide evidence.

EA105 \$850.00  \$228.00

Total Payment Enclosed: \$ \_\_\_\_\_

**\*Work History Form MUST be filled out and submitted if paying the Subsidised Fee\***

**Paid by** (if other than student, please provide name and address details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Registration on this course is subject to receiving payment of course fees. Persons paying the subsidised fee must complete the form overleaf.**

## Fee Subsidy Declaration - Certificate IV in Electrical Contracting

I \_\_\_\_\_ (full name)

(please tick)

Am currently working in the building & construction industry

Am currently unemployed and have worked in the building & construction industry in the past 6 months

Please note: If the CTF declines this subsidy application you will be required to pay the full (non subsidised) fee immediately.

Name of Employer \_\_\_\_\_

(required to claim the fee subsidy)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTE: The CTF subsidy reduces the student fee by up to 80%.**



The Supplementary Skills Program is subsidised by the Construction Training Fund Board and we would like to acknowledge the Board's continued support of skills development in the building and construction industry.

**The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.**

**Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training by industry for industry.**

Please forward this form with your payment to:  
See address details on front page

