



NATIONALLY RECOGNISED
TRAINING



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TSC
Training

RTO #46546



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About Us

WHO WE ARE

TSC Training delivers industry-focused online education for professionals across the Australian construction management sectors. We support building certifiers, inspectors, administrators, body corporate managers, and industry teams with practical training aligned to current legislative requirements and ongoing professional development.

Our offerings include nationally recognised qualifications such as Certificate II in Workplace Skills (BSB20120) and CPCWHS1001 Prepare to Work Safely in the Construction Industry, along with a wide range of building industry-specific courses covering compliance, risk management, cyber security, fire safety, communication, and workplace behaviour.

We also provide Continuous Professional Development (CPD) courses and seminars focused on Queensland legislation and the National Construction Code, ensuring professionals remain current and compliant.

Through accessible and engaging online learning, TSC Training equips individuals and organisations with the skills and knowledge needed to stay capable, compliant, and confident in an evolving industry.

CORE VALUES

Authenticity

Integrity

Innovation

Collaboration



MISSION STATEMENT

TSC Training is committed to delivering effective, industry-specific online education for professionals across the Australian building and building management sectors. Our programs are designed to support building certifiers, surveyors, designers, architects, engineers, consultants, builders, and administrative teams by providing practical skills, up-to-date legislative knowledge, and a strong focus on compliance. We offer a range of accredited and non-accredited courses that enable participants to develop their knowledge and capabilities when working on building projects throughout Australia. Our training supports both career development and entry pathways into the industry, equipping individuals with the skills required for clerical, administrative, operational, and technical roles.

With a focus on accessibility and quality, our online courses are simple to use, reliable, and aligned with current legislation across all States and Territories. TSC Training aims to create a supportive learning environment that builds confidence, strengthens workplace culture, and ensures individuals and organisations remain compliant, capable, and prepared for the evolving demands of the building industry.

VISION STATEMENT

TSC Training supports the Australian Government's goals to improve building industry compliance by delivering accessible, high-quality online training and ongoing support for industry professionals. We are committed to enhancing the customer experience through convenient learning, clear and practical content, and consistent communication.

Our policies reflect a strong commitment to inclusion, diversity, equality, and safe workplaces, promoting positive industry culture and behaviours. We continue to support both national and state initiatives by providing relevant, up-to-date training that meets evolving legislative requirements, while developing future-focused courses that add value to the building and construction industry.

Our Courses

CERT II IN WORKPLACE SKILLS - BSB20120



The Certificate II in Workplace Skills (BSB20120) has been purpose-designed to support entry-level and developing business administration, compliance support, and technical office roles within the building and construction industry. This course aligns strongly with roles commonly found in Queensland and Australian local government, private certification, and construction consultancy environments.

This qualification provides the foundational workplace, digital, safety, and plan-related skills required to support building surveyors, certifiers, compliance officers, planners, engineers, builders, architects, designers, and project teams in regulated construction environments where accuracy, documentation, and regulatory awareness are critical.

Nationally Recognised

A nationally recognised qualification under the Australian Skills Quality Authority (ASQA) framework, contextualised for building and construction.

Industry Aligned

Designed for roles in local government, private certification, and construction offices across Queensland and Australia.

Career Pathway

Provides a strong foundation for further training, certification, and technical qualifications in the building sector.

RPL Friendly

Suitable for those already working in the industry seeking recognition of prior learning and formal documentation of their skills.

THIS COURSE IS DESIGNED FOR ...



1

Individuals entering the workforce in building or construction administration roles



2

School leavers or career starters seeking exposure to construction compliance environments



3

Administrative staff supporting building surveyors, certifiers, planners, Engineers, builders or compliance teams



4

Workers transitioning into construction-related office roles



5

Learners seeking a pathway into further building, surveying, or regulatory qualifications



6

Experienced workers seeking formal recognition of their existing skills (RPL)

Units of Competency

This qualification comprises five core units of competency and five contextualised elective units selected to reflect the realities of building administration, compliance support, and plan-related office roles. Together, these units build a comprehensive and practical skill set applicable from the first day in a building office or local government authority environment.



Core Units

- BSBCMM211 Apply communication skills
- BSBOPS201 Work effectively in business environments
- BSBPEF202 Plan and apply time management
- BSBSUS211 Participate in sustainable work practices
- BSBWHS211 Contribute to the health and safety of self and others



Elective Units: Contextualised to Building & Construction

- BSBPEF201 Support personal wellbeing in the workplace
- BSBTEC201 Use business software applications
- BSBTEC202 Use digital technologies to communicate in a work environment
- SIRXCEG002 Assist with customer difficulties
- CPCBC4012 Read and Interpret Plans and Specifications

TSC Training provides all students access to the unit CPCWHS1001 – Prepare to work safely in the construction industry, which covers general WHS responsibilities, hazard identification, incident reporting, and safe work practices relevant to any workplace, including business offices and building administration environments.

This unit is offered as a complimentary Unit of Competency. When combined with the core unit BSBWHS211 – Contribute to the health and safety of self and others, it becomes particularly valuable for staff who may be required to attend site inspections, review safety management plans, or operate within construction company settings alongside licensed builders and site supervisors.

Study Journey

Course duration : 12 Months

Learning Skills



Policies,
Procedures,
Teamwork & Time
Management

Skill Cluster: Workplace, Business & Communication

These units collectively address the core business operations and interpersonal skills that underpin success in any building-related administrative role.

Digital Competency
and Record
Keeping



Skill Cluster: Digital & Software Capability

This skill cluster ensures learners are not just theoretically aware of digital tools but can apply them practically in realistic construction administration scenarios.



Safety Awareness
& Legislation

Skill Cluster: Work Health & Safety

Addressing general workplace health and safety responsibilities applicable to all work environments.

Plan interpretation,
Specifications &
Compliance



Skill Cluster: Technical Construction Awareness

This unit introduces learners to the language of construction documentation: how drawings are structured, how to locate key information, how to cross-reference specifications, and how to use this knowledge to support compliance checks and administrative review tasks.

Mode of Delivery:

Competency Based Course

The aim of Competency-Based Training is to assess the student's ability to complete the activities in each unit. Competencies include the skills and tasks that are required in the workplace.

Online, Self-Paced Modules

Access lectures, readings, and interactive exercises anytime, anywhere on your schedule.

Fortnightly Virtual Trainer Sessions

Scheduled live sessions for Q&A, deeper content exploration, and collaborative group learning.

Practical Demonstration

- Observation
- Role plays or simulation
- Workplace evidence



Entry-Level Roles Supported

Graduates of this qualification are directly prepared for a range of non-licensed administrative and support roles across the building and construction sector. These positions operate under the supervision of licensed or statutory professionals, and provide valuable hands-on experience in regulated construction environments. They represent genuine employment outcomes, not just theoretical pathways these roles are actively recruited by local government authorities, private certifiers, and construction companies across Queensland and Australia.

1 Building Administration Assistant

Process applications, manage correspondence, and support the day-to-day administrative functions of a building office or local government authority.

2 Construction Office Administrator

Provide administrative support within a construction company, managing documentation, scheduling, and communications across project teams.

3 Certification Support Officer

Support private building certifiers with documentation management, application processing, and compliance record keeping.

4 Development Assessment Support

Assist development assessment teams within local government with application intake, referral coordination, and administrative processing.

5 Compliance Administration Officer

Support compliance and enforcement teams with record management, correspondence, and administrative functions within regulatory environments.



CAREER PATHWAYS

Building & Construction Administration

On completion of this qualification, participants are well-positioned to enter or advance within building administration and compliance roles across local government, private certification practices, and construction companies. The diagram below illustrates the clear progression pathway from entry-level foundation through to advanced licensed and statutory roles — showing exactly where this qualification sits and the doors it opens.



This pathway demonstrates that the Certificate II in Workplace Skills is not simply a standalone qualification, it is a genuine first step on a structured career ladder within one of Australia's largest and most regulated industries. Each stage builds directly on the skills and experience gained at the previous level, creating clear and achievable progression for motivated learners.

THE GENERAL CONSTRUCTION INDUCTION TRAINING (GCIT) CARD

CPCWHS1001 - Prepare to work safely in the construction industry

The national recognised unit CPCWHS1001 – Prepare to work safely in the construction industry provides essential knowledge of WHS laws, common construction hazards, risk control measures, personal protective equipment, and emergency procedures.

A valid White Card is required for site managers, supervisors, surveyors, labourers, tradespeople, and any person entering a construction site to perform work.

The card is nationally recognised across Australia, and while you must apply for and receive your card from the state in which you completed your training, interstate White Cards are fully accepted in Queensland.





STUDY DURATION

Approximately 4.5 Hours

To accommodate diverse learning needs and schedules, significant portions of the training can be completed flexibly online. This allows you to absorb core WHS principles and complete preliminary assessments at your own pace.

1

Self-Paced Learning

Complete online modules covering WHS laws, common hazards, risk control, and emergency procedures at your convenience, reinforced by knowledge questions.

2

Practical Application

Engage in scenario-based assessments that require you to identify hazards and demonstrate appropriate safety responses and proper use of Personal Protective Equipment (PPE).

3

Interactive Observation

Participate in a live, interactive session with a qualified trainer, either online or in person, to confirm your understanding and practical application of safety principles.



CAREER PATHWAYS

The General Construction Induction Training (GCIT) card CPCWHS1001

Holding the General Construction Induction Card (GCIT) is the foundational entry requirement for a wide range of roles across Australia's construction industry. It opens doors to site-based, supervisory, and trade pathways across residential, commercial, and civil construction sectors. The GCIT card alone does not confer occupational licensing. Further qualifications, experience, and QBCC licensing are required for regulated roles.

Now, GCIT Card Achieved

0–2 Years - Trade Apprenticeship

Carpentry, bricklaying, plumbing, electrical, concreting, and other licensed trades. The GCIT Card is a prerequisite for commencing most trade apprenticeships in the construction sector.

4–7 Years - Site Management & Project Coordination

Diploma-level qualifications (e.g., Diploma of Building and Construction) support progression into site manager, project coordinator, or contracts administrator roles.

Entry-Level Site Roles

Labourer, site hand, traffic controller, or construction assistant. The GCIT Card is the minimum requirement to access any construction site in Queensland and nationally.

2–4 Years - Construction Supervision & Foreperson

With experience and further training (e.g., Certificate III or IV in Construction), progress to site foreperson, leading hand, or construction supervisor roles.

7+ Years - Licensed Builder / Project Manager

The highest tier of the pathway, requiring a QBCC licence. Roles include licensed builder, construction project manager, or development manager.

Our Team

MEET THE TEAM



SANDRA SEAR



SAMMY SEAR



**ANNEMIEK
GEIJSELS**



**NICHOLAS
SEAR**



MELISSA DAVIS



Lets Begin

HOW TO ENROL

Step 1

**CHECKOUT OUR WEBSITE
WWW.TSCGROUP.COM.AU**

Step 2

**COMPLETE APPLICATION
FORM**

Step 3

**CHECK YOUR EMAIL FOR
FURTHER ENROLMENT
DETAILS**



Get in Touch

Address

**12B/1 NERANG STREET,
NERANG, QLD 4211**

Phone

(07) 5562 1111

Email Address

TRAINING@TSCGROUP.COM.AU