## Training Courses - January to June

<table>
<thead>
<tr>
<th>Date</th>
<th>Training</th>
<th>Location</th>
<th>Member Rate (Inc GST)</th>
<th>Non Member Rate Inc GST</th>
<th>Time</th>
<th>Old CPD</th>
<th>New CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Feb 08</td>
<td>OHS Induction</td>
<td>Coffs Harbour</td>
<td>$125.00</td>
<td>$140.00</td>
<td>8.30am - 3.30pm</td>
<td>25</td>
<td>5</td>
</tr>
<tr>
<td>12 Mar 08</td>
<td>Contracts Administration</td>
<td>Taree</td>
<td>$165.00</td>
<td>$198.00</td>
<td>1.00pm - 5.00pm</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>March TBA</td>
<td>Bonded Asbestos Removal &amp; Supervisors Course</td>
<td>Coffs Harbour</td>
<td>$242.00</td>
<td>$275.00</td>
<td>8.30am - 2.30pm</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>March TBA</td>
<td>Bonded Asbestos Removal &amp; Supervisors Course</td>
<td>Port Macquarie</td>
<td>$242.00</td>
<td>$275.00</td>
<td>8.30am - 2.30pm</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>2 Apr 08</td>
<td>Senior First Aid/CPR</td>
<td>Grafton</td>
<td>$209.00</td>
<td>$242.00</td>
<td>8.30am - 2.30pm</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>11 Apr 08</td>
<td>OHS Induction</td>
<td>Coffs Harbour</td>
<td>$125.00</td>
<td>$140.00</td>
<td>8.30am - 3.30pm</td>
<td>25</td>
<td>5</td>
</tr>
<tr>
<td>April TBA</td>
<td>Greensmart Professional</td>
<td>Coffs Harbour</td>
<td>$605.00</td>
<td>$660.00</td>
<td>9.00am - 4.00pm</td>
<td>28</td>
<td>8</td>
</tr>
<tr>
<td>5 May 08</td>
<td>Safety Management Plans</td>
<td>Coffs Harbour</td>
<td>$209.00</td>
<td>$242.00</td>
<td>8.30am - 12.30pm</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>7 May 08</td>
<td>Building A Business Plan</td>
<td>Coffs Harbour</td>
<td>$198.00</td>
<td>$231.00</td>
<td>8.30am - 12.30pm</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>9 May 08</td>
<td>Building A Business Plan</td>
<td>Taree</td>
<td>$198.00</td>
<td>$231.00</td>
<td>8.30am - 12.30pm</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>27 May 08</td>
<td>Wet Area Waterproofing</td>
<td>Coffs Harbour</td>
<td>$495.00</td>
<td>$550.00</td>
<td>9.00am - 4.00pm</td>
<td>28</td>
<td>14</td>
</tr>
</tbody>
</table>

### Expression of Interest for Certificate IV in Building

HIA are calling for Expressions of Interest in the Certificate IV in Building and Construction (Building) BCG40106 which is due to commence on the North Coast in April 2008.

**Subjects include -**
- Read Plans and Specifications
- Preparing simple building
- Building Codes and Standards
- Estimating & Scheduling
- Legal Requirements
- Business Management
- Risk Management
- Planning and Supervising

If you are interested in obtaining further information please contact HIA Coffs Harbour on 6651 2422 for further information.

## HIA Events - January to June

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Member Rate (Inc GST)</th>
<th>Non Member Rate Inc GST</th>
<th>Time</th>
<th>Old CPD</th>
<th>New CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Mar 08</td>
<td>Business Partner Network</td>
<td>Coffs Harbour</td>
<td>$16.50</td>
<td>$-</td>
<td>10:00am - 12:00pm</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>11 Mar 08</td>
<td>In-Site Night</td>
<td>Port Macquarie</td>
<td>$16.50</td>
<td>$27.50</td>
<td>6:00pm - 8:30pm</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>12 Mar 08</td>
<td>In-Site Night</td>
<td>Taree</td>
<td>$16.50</td>
<td>$27.50</td>
<td>6:00pm - 8:30pm</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>31 Mar 08</td>
<td>In-Site Night</td>
<td>Coffs Harbour</td>
<td>$16.50</td>
<td>$27.50</td>
<td>6:00pm - 8:30pm</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>4 Jun 08</td>
<td>Economic Outlook Breakfast</td>
<td>Port Macquarie</td>
<td>$66.00</td>
<td>$77.00</td>
<td>7:30am - 9:30am</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5 Jun 08</td>
<td>Economic Outlook Breakfast</td>
<td>Coffs Harbour</td>
<td>$66.00</td>
<td>$77.00</td>
<td>7:30am - 9:30am</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>26 Jun 08</td>
<td>In-Site Night</td>
<td>Kempsey</td>
<td>$16.50</td>
<td>$27.50</td>
<td>6:00pm - 8:30pm</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

This calendar may change due to unforeseen circumstances. Please read the Training Enrolment Conditions on the Registration Form carefully.
REGISTRATION FORM

PERSONAL DETAILS

Surname …………………………………………………………………………………………………………………………………..
First Name ………………………………………………………………………………………………………………………………..
Company ………………………………………………………………………………………………………………………………....
Address …………………………………………………………………………………………………………………………………
Postcode ……………..
Home Phone ………………. Work Phone …………… Fax………………
Mobile ……………………… Email …………………………………………………………………………………

I am a non member ……….. I am a Member (member number) ………………………………………….

If your under 18 please tick ………. Parent Guardian Signature………………………………………………………..

Course/Event Details

Course Name ……………………… Date…………………… Area…………… Fee ..$..........
Course Name ……………………… Date…………………… Area…………… Fee ..$..........
Course Name ……………………… Date…………………… Area…………… Fee ..$..........
Course Name ……………………… Date…………………… Area…………… Fee ..$..........

Total $......................

Payment Options

Method of Payment

☐ Cheque
☐ Cash
☐ Invoice Me

☐ Visa
☐ MasterCard
☐ American Express

Credit Card # Exp. date

☐ Bankcard
☐ Diners

Signature…………………………..

Training Enrolment Conditions—(please read carefully)

1. Payments MUST be made before the course commencement. No cash will be accepted!
2. Places in our training courses are allocated once your registration form has been received. Your place will not be confirmed & your seat will not be guaranteed if we do not receive your registration form and full payment prior to the course date. You can pay credit card, direct debit, cheque.
3. Course viability is affected by transfers/cancellations. Course registrations may be cancelled up to 5 working days prior to the course commencement date. Notice of cancellation MUST be sent in writing to our fax number 9888 3322 or email NSW_Training@hia.com.au—Telephone cancellations will no longer be accepted.
4. Provided that 5 workings days notice has been given in writing, you can either request a full refund of payment OR you can request to be transferred to another date scheduled on the calendar.
5. Registrations cancelled less than 5 working days prior to the commencement of the course can either transfer to another date OR cancel from the course however if transferring a fee of $30 will be incurred OR if canceling out of the course a fee of $55 will be incurred.
6. Failure to attend a course or program without prior notification will result in no refund of the course fee, unless evidence of extenuating circumstances are able to be provided by the student, such as a medical emergency.
7. HIA reserves the right to postpone a course to an alternative date or cancel due to unforeseen circumstances. All registered participants affected by this change will have the choice of transferring to another date OR receiving a full refund.
8. By signing the Registration Form attached confirms that you have read and agree to HIA’s Enrolment Conditions.

*Nationally Recognised Training*: HIA, as a Registered Training Organisation (RTO National Provider Code 1091), recognises the qualifications issued by other RTOs under Mutual Recognition arrangements. HIA delivers this course under the Australian Qualifications Framework, and as such, this course is a nationally recognised qualification. Recognition arrangements. HIA delivers this course under the Australian Qualifications Framework.
EXPRESSION OF INTEREST

PERSONAL DETAILS

Surname …………………………………………………………………………………………………………………………………..
First Name ………………………………………………………………………………………………………………………………..
Company ………………………………………………………………………………………………………………………………...
Address ……………………………………………………………………………………………………………………………….. Postcode ……………..
Home Phone ……………………… Work Phone ……………………Fax……………………………….
Mobile …………………………… Email ……………………………………………………………………………..
I am a non member ………….. I am a Member (member number) ………………………………………….
If you are under 18 please tick ………. Parent Guardian Signature………………………………………………………….

Please complete this form if the course and area are not already shown on the calendar for 2008!

Please select a course(s) which is of interest below: Please select an area which is of interest below:

- Building Code of Australia
- Bonded Asbestos Removal and Supervisors
- BASIX Alterations and Additions
- Building a Business Plan
- Contracts Administration
- Dealing with Difficult People
- Estimating
- Greensmart Professional (2 day)
- OHS General induction (white card)
- Project Management
- Safety Plans and Work Method Statements
- Senior First Aid/CPR
- Time Management
- Timber Framing Code
- Testing and Tagging
- Wet Area Waterproofing (2 day)

Other:

______________________________________
______________________________________
______________________________________

North Coast
- Coffs Harbour
- Grafton
- Kempsey
- Maclean / Yamba
- Port Macquarie
- Taree

New England
- Armidale
- Coonabarabran
- Glen Innes
- Inverell
- Moree
- Narrabri
- Tamworth

Other

______________________________________
______________________________________
______________________________________