



Training - the best in the business



Are you looking to become a licensed builder, keep up to date with your CPD points in 2009 or gain additional knowledge in key business areas?

Meet the licensing requirements faster with HIA Training Services.

Certificate IV in Building & Construction (Building) and Short Courses

The Certificate IV in Building has been developed in such a way that you can attend the individual short courses to improve your business management or technical skill or attend all the relevant short courses to gain one of the qualifications required to obtain a NSW Builders Licence.

Please tick the courses you would like to register for, and return with the attached enrolment form.

Short Course	Dates	Location	Price	Tick
FULL Course Up Front (Member Discount of \$245) (Non-Member Discount of \$180)	As below	North Ryde	\$5000 / \$6300	<input type="checkbox"/>
Course Induction (Full Course Attendees Only)	Thurs 26 Feb 3pm – 7pm	North Ryde	nil	<input type="checkbox"/>
Building Contracts	Sat 28 Feb, Tues 3 Mar (n), Thurs 5 Mar (n)	North Ryde	\$425 / \$512	<input type="checkbox"/>
Legal Requirements	Sat 7 Mar	North Ryde	\$230 / \$276	<input type="checkbox"/>
Financial Management	Sat 14, Thurs 19 (n), Fri 20 (n), Mar	North Ryde	\$425 / \$512	<input type="checkbox"/>
Occupational Health & Safety	Thurs 26 (n), Fri 27 (n), Sat 28 Mar	North Ryde	\$425 / \$512	<input type="checkbox"/>
Building Codes & Structures	Sat 4, Mon 6 (d), Thurs 16 (d), Fri 17(d), Thurs 23 (d) April	North Ryde	\$1050 / \$1280	<input type="checkbox"/>
Resolve Business Disputes	Sat 9 May	North Ryde	\$230 / \$276	<input type="checkbox"/>
Building Plans, Sketches & Drawings	Thurs (d) 28 May	North Ryde	\$230 / \$276	<input type="checkbox"/>
Site Surveying & Setting Out	Fri (d) 29 May	North Ryde	\$230 / \$276	<input type="checkbox"/>
Estimating	Tues 2 (d), Wed 3 (d), Tues 9 (d), Wed 10 (d), Tues 16 (d), Wed 17 (d), Tues 23 (d) June	North Ryde	\$1400 / 1792	<input type="checkbox"/>
Planning & Supervising Building Works	Sat 4, Wed 8 (n), Thurs 9 (n), Sat 11 July	North Ryde	\$600 / \$768	<input type="checkbox"/>

CPD Points: 2 points per hour applies to all short course training

Recognition of prior learning is also available, please contact HIA Training Services on 1300 650 620 for more information.

Course Times

Weeknights: 3.30pm – 7.30pm

Weekdays & Saturdays: 9.00am – 6.00pm

(d) = day course, (n) = night course

RTO Provider 1091



HIA training services





Training - the best in the business



Registration Form

Course Participant Details – Please complete ALL fields

<input type="checkbox"/>	Tick here if course participant is under 18 years of age <i>Under 18 Parent/Guardian consent form will be provided.</i>	HIA Member ID Number:						
Name:		Company/School:						
Other Attendees (if applicable):								
Address:								
Suburb:						Postcode:		
Phone:				Mobile:				
Email:					Fax:			

Declaration, I have read and agree to HIA's **Terms & Conditions of Registration** *(found overleaf)*

Signed: _____ Date: _____

How to Register – you can use any of the following options



Fax to
02 9888 3322



Post to **PO Box 884,
North Ryde BC
NSW 1670**



Register Online at
hia.com.au/training

PAYMENT MUST BE RECEIVED IN FULL PRIOR TO SCHEDULED COURSE

Payment Details – Please complete the details below and write clearly

I would like to pay by	Cheque	The amount of	\$	<i>Please make cheques payable to HIA</i>									
	Credit Card												
Visa	MasterCard	Diners Club	American Express										
	-		-										
Expiry Date		/		Name on the card									
Cardholder Signature													



Training - the best in the business



HIA Training Services – Terms and Conditions of Registration

Payment to accompany course registration form

1. To ensure that your enrolment is confirmed, your payment must accompany the course registration form.

Cancellation or transfer of course registration

2. HIA requires **five (5) working days** notice of cancellation or transfer of a course registration *in writing* - otherwise full course fees must be paid.

Where five (5) working days notice of cancellation or transfer has been received – in writing

A request for either (a) a full refund of course fees; or (b) a transfer to another course; can be made. Approved refunds will generally be processed within thirty (30) days. Note - course materials issued prior to a course commencement date must be returned in an unmarked condition for a refund to be initiated.

Insufficient notice of cancellation or transfer

Course registrations cancelled less than five (5) working days prior to the commencement of the course will not receive a refund but may be transferred to another course. A \$20.00 administration fee will be charged should a request be made to transfer to another course.

Failure to attend a course or cancellation during a course without prior notification

3. (a) *Prior to course commencement*

Failure to attend a course without prior notification will result in no refund of course fees unless evidence of extenuating circumstances is able to be provided.

(b) *Cancellation of enrolment throughout the duration of a course*

Cancellation of enrolment throughout the duration of a course may result in a pro-rata refund of the total course cost should there be extenuating circumstances.

Extenuating circumstances may include:

- health reasons (where a person is not able to attend or continue to attend) – in this case a medical certificate is required to enable a refund of course fees
- matters pertaining to immediate family/loss of job – in this case a request must be formally submitted with appropriate evidence (written application) by the course participant or place of employment.

Requests submitted will be reviewed by HIA management. Notification of the outcome of the request will be made within two (2) working weeks.

Substitution of course participant

4. Substitution of a course participant can be made at any time prior to the start of the course should the nominated person be unable to attend. Notification of this change should be directed to HIA Training Services as soon as possible to ensure the replacement is registered.

Course postponements/change of dates

5. HIA reserves the right to postpone a course to an alternative date. All registered participants affected by such a postponement will receive a full refund or be offered the opportunity to transfer to the next available course.

Guarantee of course completion

6. HIA guarantees that upon commencement of a course that the student will be able to complete the course or assessment service that they registered for. In the event that this is not possible, the student will receive a refund for the proportion of services not delivered by HIA.

Student Information Kit

7. *The Student Information Kit* provides detailed information on HIA's Code of Practice and Code of Ethics, student rights and responsibilities, HIA's complaints and appeals policy, procedure and associated forms. ****Please read this document prior to registering in a course****

The Student Information Kit is available for viewing at your local HIA office or online at

<http://hia.com.au/Training.aspx> - click on "Enrolment Information".