



# HIA Training & Events Calendar Northern NSW



## Training Courses - February to April

Date	Training	Location	Member Rate (Inc GST)	Non Member Rate Inc GST	Time	New CPD
2 to 6 Feb 09	Estimating - Level 4 Short Course	Coffs Harbour	\$1,190.00	\$1,428.00	8.30am - 5.00pm	TBC
6 March 09	OHS General Induction	Coffs Harbour	\$ 125.00	\$ 145.00	8.30am - 3.30pm	5
9 March 09	Building A Business Plan	Kempsey	\$ 198.00	\$ 231.00	8.30am -12.30pm	4
17 March 09	Conflict Resolution	Coffs Harbour	\$ 165.00	\$ 198.00	8.30am - 12.30pm	4
21 March 09	OHS General Induction	Inverell	\$ 125.00	\$ 145.00	8:30am - 3:30pm	5
24 March 09	Project Management	Port Macquarie	\$ 165.00	\$ 198.00	8.30am - 12.30pm	4
15 April 09	Business Edge - Series 1	Inverell	\$ 132.00	\$ 165.00	8.30am - 12.30pm	4
16 April 09	Business Edge - Series 1	Moree	\$ 132.00	\$ 165.00	1.00pm - 5.00pm	4
22 April 09	Business Edge - Series 1	Coffs Harbour	\$ 132.00	\$ 165.00	8.30am -12.30pm	4
23 April 09	Business Edge - Series 1	Port Macquarie	\$ 132.00	\$ 165.00	8.30am - 12.30pm	4

### LOOKING TO KICK-START OR BUILD YOUR CAREER?

Looking to become a qualified builder or extend your current knowledge within the Building Industry?

HIA will be commencing the **Certificate IV in Building & Construction (Building) BCG40106** in Lismore, Coffs Harbour and Port Macquarie in March 2009.

The training we offer:

- \* Is flexible
- \* Is industry relevant
- \* Is Nationally recognised
- \* Is cost effective
- \* Recognises prior learning
- \* Offers nationwide support.

Contact the Coffs Harbour office on 1300 650 620 if you would like more information.

## HIA Events - February to April

Date	Event	Location	Member Rate (Inc GST)	Non Member Rate Inc GST	Time	New CPD
17 March 09	In-Site Night	Tamworth	\$ 16.50	\$ 27.50	6:00pm - 8:30pm	2
25 March 09	In-Site Night	Coffs Harbour	\$ 16.50	\$ 27.50	6:00pm - 8:30pm	2
31 March 09	In-Site Night	Port Macquarie	\$ 16.50	\$ 27.50	6:00pm - 8:30pm	2
1 April 09	In-Site Night	Taree	\$ 16.50	\$ 27.50	6:00pm - 8:30pm	2

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

Housing Industry Association  
Office 22-23, Lot 5 Druitt Court  
Coffs Harbour NSW 2450

Phone: (02) 6651 2422  
Fax: (02) 6652 6077  
Email: t.bull@hia.com.au



# REGISTRATION FORM

**Address:**  
PO BOX 488 Coffs Harbour NSW 2450  
**Phone:** 6651 2422      **Fax:** 6652 6077  
**Email:** [coffs\\_training@hia.com.au](mailto:coffs_training@hia.com.au)  
**Web:** [www.hia.com.au](http://www.hia.com.au)



## 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 ..\$.....

Total \$.....

## **Payment Options**

**Method of Payment**     Cheque             Cash             Invoice Me

Visa

MasterCard

American Express

Bankcard

Diners

Credit Card #

Exp. date

Total: \_\_\_\_\_

Name on Card

Signature.....

## **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\*\***



# EXPRESSION OF INTEREST FOR TRAINING COURSES

Address:  
PO BOX 488  
Coffs Harbour NSW 2450

Phone: 6651 2422 Fax: 6652 6077  
Email: coffs\_training@hia.com.au



**PLEASE COMPLETE THE EXPRESSION OF INTEREST FORM IF THE TRAINING COURSE OR LOCATION YOU WISH TO ATTEND IS NOT SHOWN ON THE 2009 CALENDAR.**

**IF YOU WOULD LIKE FURTHER INFORMATION ON THE CERTIFICATE IV IN BUILDING COURSE OR OUR LEVEL 4 SHORT COURSES, PLEASE COMPLETE THE SECTION BELOW AND RETURN THE EXPRESSION OF INTEREST FORM TO THE COFFS HARBOUR OFFICE.**

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) .....

**Please select a course(s) which is of interest below: Please select a 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)
- Certificate IV in Building & Construction (Building)
- Level 4 Short Courses

**North Coast**

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

**New England**

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

**Other:**

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**Other:**

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