



TRAINING – THE BEST IN THE BUSINESS

PRACTICAL AND ECONOMIC STRUCTURAL STEELWORK & CONCRETING ESSENTIALS WORKSHOPS – COMING TO BATHURST, RICHMOND, MUDGEE, PARKES & FORBES IN FEBRUARY & DUBBO, ORANGE & SPRINGWOOD IN MARCH

Practical & Economic Structural Steelwork Course Summary

This short workshop will discuss concepts and techniques in achieving practical and economic structural steelwork. This workshop will be of interest to builders and designers in medium density housing, light industrial buildings and for those doing renovations.

Topics covered in this workshop include:

- Preliminary Considerations
- Factors affecting costs
- The Framing System
- Industrial Buildings
- Commercial Buildings
- Corrosion protection
- Fire protection

On successful completion of this course participants will be issued with a Statement of Attendance.

Concreting Essentials Course Summary

Make sure you know the essentials when it comes to concreting in domestic construction. HIA's two hour workshop covers a range of topics including:

- Planning & Site Preparation;
- Transporting & Placing concrete;
- Compacting Concrete;
- Finishing Concrete;
- Curing Concrete;
- Joints in Concrete;
- Weather conditions;
- Surface Finishes; and
- Defects in Concrete

On successful completion of this course, participants will be issued with a Statement of Attendance.

SPECIAL OFFER: Attend both workshops in one location for the special HIA Member price of \$154, a saving of \$22.

Please return your completed registration form (overleaf) to:

HIA North Ryde

Post: 4 Byfield St, North Ryde NSW 2113

Email: nsw_training@hia.com.au

Fax: 02 9888 7555

For further information, please do not hesitate to call on 1300 650 620.

REGISTRATION FORM

Course Details						
Date	Time	Location	Course	Price	CPD	Tick
Tues 9 Feb	2pm – 4pm	Bathurst	Practical & Economic Structural Steelwork	HIA Members \$88 per workshop Non Members \$121 per workshop SPECIAL OFFER for HIA Members: Attend both workshops in one location for \$154, a saving of \$22.	2	
Tues 9 Feb	4.30pm – 6.30pm	Bathurst	Concreting Essentials		2	
Wed 10 Feb	2pm – 4pm	Richmond	Practical & Economic Structural Steelwork		2	
Wed 10 Feb	4.30pm – 6.30pm	Richmond	Concreting Essentials		2	
Tues 16 Feb	2pm – 4pm	Mudgee	Practical & Economic Structural Steelwork		2	
Tues 16 Feb	4.30pm – 6.30pm	Mudgee	Concreting Essentials		2	
Wed 17 Feb	2pm – 4pm	Parkes	Practical & Economic Structural Steelwork		2	
Wed 17 Feb	4.30pm – 6.30pm	Parkes	Concreting Essentials		2	
Thurs 18 Feb	2pm – 4pm	Forbes	Practical & Economic Structural Steelwork		2	
Thurs 18 Feb	4.30pm – 6.30pm	Forbes	Concreting Essentials		2	
Tues 9 March	10am – 12pm	Dubbo	Practical & Economic Structural Steelwork		2	
Tues 9 March	12.30pm – 2.30pm	Dubbo	Concreting Essentials		2	
Wed 10 March	10am – 12pm	Orange	Practical & Economic Structural Steelwork		2	
Wed 10 March	12.30pm – 2.30pm	Orange	Concreting Essentials		2	
Thurs 11 March	10am – 12pm	Springwood	Practical & Economic Structural Steelwork		2	
Thurs 11 March	12.30pm – 2.30pm	Springwood	Concreting Essentials		2	

Course Participant Details - please complete all fields	
<input type="checkbox"/> Tick here if course participant is under 18 years of age Under 18 Parent/Guardian consent form will be provided.	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 (see below)	
Signed:	Date:

Payment Details - payment must be received in full prior to scheduled course	
My cheque for \$_____ is attached (please make cheques payable to HIA Limited)	
CREDIT CARD PAYMENTS Please debit \$ _____ from my (please tick) VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DINERS <input type="checkbox"/>	
CARD NUMBER _____ / _____ / _____ / _____	EXPIRY DATE ____ / ____
CARDHOLDER NAME	CARDHOLDER SIGNATURE

Terms and Conditions of Registration		
<p>1. PAYMENT TO ACCOMPANY COURSE REGISTRATION FORM To ensure that your enrolment is confirmed, your payment must accompany the course registration form.</p> <p>2. CANCELLATION OR TRANSFER OF COURSE REGISTRATION HIA requires five (5) working days notice of cancellation or transfer of a course registration in writing - otherwise full course fees must be paid.</p> <p>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.</p> <p>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.</p>	<p>3. FAILURE TO ATTEND A COURSE OR CANCELLATION DURING A COURSE WITHOUT PRIOR NOTIFICATION</p> <p>(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.</p> <p>(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.</p> <p>Extenuating circumstances may include:</p> <ul style="list-style-type: none"> ▪ 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. <p>Requests submitted will be reviewed by HIA management. Notification of the outcome of the request will be made within two (2) working weeks.</p>	<p>4. SUBSTITUTION OF COURSE PARTICIPANT 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.</p> <p>5. COURSE POSTPONEMENTS/CHANGE OF DATES 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.</p> <p>6. GUARANTEE OF COURSE COMPLETION 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.</p> <p>7. STUDENT INFORMATION KIT 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".</p>