



CALENDAR

JULY-DECEMBER 2011





HIA training services



NEW SOUTH WALES

NSW


Workshop Title	Duration	Workshop Fee		CPD Points	Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member			
Qualification/Licence						
CPC40110 Certificate IV in Building & Construction (Building) Builder Licensing course	27 days	\$5,300.00	\$6,600.00	378	Bankstown	Commencing in 2011
					North Ryde	Commencing in 2011
Kitchen, Bathroom and Laundry Renovation Licence course	17 days	\$3,440.00	\$4,340.00	238	North Ryde	Commencing in 2011
					Bankstown	Commencing in 2011
Short Courses						
Alternative Wall Systems	2 hours (1 night)	\$110.00	\$140.00	2	North Ryde	24 August 4pm – 6pm
	2 hours (1 morning)				Dubbo	13 October 8am – 10am
Apply First Aid ++ • HLTF301B Apply first aid	6 hours (1 day)	\$185.00	\$235.00	12	North Ryde	8 July 9am – 4pm
					North Ryde	18 August 9am – 4pm
					North Ryde	16 September 9am – 4pm
					North Ryde	26 October 9am – 4pm
					North Ryde	16 November 9am – 4pm
					Wollongong	9 December 9am – 4pm
Apply Risk Management • BSBPMG407A Apply risk management techniques	14 hours (2 days)	\$425.00	\$530.00	28	North Ryde	1 & 2 September 9am – 5pm
					North Ryde	1 & 2 September 9am – 5pm
Building Codes • CCCC4001A Apply building codes and standards to the construction process for low rise building projects Included in qualification/licence listed at top of page 1: ✓ Building ✓ Kitchen & Bathroom	21 hours (2 days & 2 nights)	\$580.00	\$740.00	42	North Ryde	2 & 9 July 9am – 5pm 5 & 6 July 4pm – 7:30pm
	21 hours (6 nights)				Northern Beaches	11, 13, 18, 21, 25 & 26 July 4pm – 7:30pm
	21 hours (1 days & 4 nights)				Bankstown	23, 25, 29 & 31 August 4pm – 7:30pm 27 August 9am – 5pm
	21 hours (1 days & 4 nights)				North Ryde	12, 14, 22, 28 September 4pm – 7:30pm 17 September 9am – 5pm
						26 November 9am – 5pm 22, 23, 29 & 30 November 4pm – 7:30pm

Workshop Title	Duration	Workshop Fee		CPD Points	Workshop Locations	Dates & Times (Subject to Change)	
		Member	Non member				
Short Courses							
Building Contracts  <ul style="list-style-type: none"> • CPCBC4003A Select and prepare a construction contract • CPCBC4016A Administer a construction contract Included in qualification/licence listed at top of page 1: ✓ Building ✓ Kitchen & Bathroom	14 hours (1 day & 2 nights)	\$425.00	\$530.00	28	Wollongong	16 July 9am – 5pm 18 & 20 July 4pm – 7:30pm	
						North Ryde	25 & 26 October 4pm – 7:30pm 29 October 9am – 5pm
	14 hours (4 nights)					North Ryde	25, 26 July, 1 & 2 August 4pm – 7:30pm
						Northern Beaches	22, 24, 29 & 31 August 4pm – 7:30pm
	14 hours (2 days)				Bankstown	15 & 22 October 9am – 5pm	
Building Structures  <ul style="list-style-type: none"> • CPCBC4010B Apply structural principles to residential low rise constructions • CPCBC4011B Apply structural principles to commercial low rise constructions Included in qualification/licence listed at top of page 1: ✓ Building	28 hours (4 days)	\$785.00	\$900.00	56	Wollongong	1, 2, 8 & 9 July 9am – 5pm	
						Northern Beaches	30 July, 6, 13 & 20 August 9am – 5pm
	28 hours (2 days & 4 nights)					North Ryde	11,12, 19, 20 July 4pm – 7:30pm 16 & 23 July 9am – 5pm
							4, 5, 11 & 12 October 4pm – 7:30pm 15 & 21 October 9am – 5pm
			2 & 3 December 9am – 5pm 6, 7, 12 & 14 December 4pm – 7:30pm				
					Bankstown	5, 7, 14 & 20 September 4pm – 7:30pm 10 & 17 September 9am – 5pm	
Contracts Administration	4 hours (1 night)	\$230.00	\$290.00	4	North Ryde	9 August & 23 November 3pm – 7pm	
Bonded Asbestos Removal & Supervision + satisfies the training component of the WorkCover NSW licence eligibility criteria for Builders, Supervisors and Contractors (020453-B&S)	6 hours (1 day)	\$245.00	\$300.00	6	North Ryde	19 August 9am – 3:30pm	
						21 September 9am – 3:30pm	
						26 October 9am – 3:30pm	
						8 December 9am – 3:30pm	
					Wollongong	20 September 9am – 3:30pm	
Conflict Management workshop	7 hours (1 day)	\$230.00	\$290.00	7	North Ryde	16 September 9am – 5pm	

Workshop Title	Duration	Workshop Fee		CPD Points	Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member			
Short Courses						
Estimating & Tending  <ul style="list-style-type: none"> CPCBC4004A Identify and produce estimated costs for building and construction projects CPCBC4013A Prepare and evaluate tender documentation <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> ✓ Building ✓ Kitchen & Bathroom 	21 hours (2 days & 2 nights)	\$580.00	\$740.00	42	Blacktown	5 & 6 July 4pm – 7:30pm 9 & 16 July 9am – 5pm
	Wollongong				3 & 10 September 9am – 5pm 5 & 8 September 4pm – 7.30pm	
	Northern Beaches				23, 24 September, 8 October 9am – 5pm	
	North Ryde				24 September 9am – 5pm 26, 27 September, 4 & 5 October 4pm – 7.30pm	
					21, 22, 29 & 30 November 4pm – 7.30pm 26 November 9am – 5pm	
Bankstown	14, 17, 21 & 23 November 4pm – 7.30pm 19 November 9am – 5pm					
GreenSmart® Professional + HIA GreenSmart® Professional accreditation 	14 hours (2 days)	\$638.00	\$759.00	14	North Ryde	18 & 19 August 9am – 5pm 3 & 4 November 9am – 5pm
Interpreting Plans & Specifications  <ul style="list-style-type: none"> CPCBC4012A Read and interpret plans and specifications <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> ✓ Building 	7 hours (1 day)	\$250.00	\$280.00	14	Wollongong	6 August 9am – 5pm
					North Ryde	27 August 9am – 5pm
						5 November 9am – 5pm
					Northern Beaches	3 September 9am – 5pm
					Bankstown	28 October 9am – 5pm
Introduction to Estimating	7 hours (1 day)	\$230.00	\$290.00	7	North Ryde	30 November 9am – 5pm
Legal Requirements  <ul style="list-style-type: none"> CPCBC4009B Apply legal requirements to building and construction projects <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> ✓ Building ✓ Kitchen & Bathroom 	14 hours (1 day & 2 nights)	\$425.00	\$530.00	28	Bankstown	28 July & 3 August 4pm – 7:30pm 30 July 9am – 5pm
	14 hours (4 nights)				North Ryde	16, 17, 23 & 24 August 4pm – 7:30pm
					18, 20, 24 & 31 October 4pm – 7:30pm	

Workshop Title	Duration	Workshop Fee		CPD Points	Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member			
Short Courses						
Managing Self  <ul style="list-style-type: none"> • CPCBC4025A Manage personal work priorities and professional developments 	7 hours (1 day)	\$260.00	\$310.00	14	North Ryde	11 November 9am – 5pm
Managing your Finances  <ul style="list-style-type: none"> • BBSBSMB406A Manage small business finances Included in qualification/licence listed at top of page 1: ✓ Building	14 hours (1 day & 2 nights)	\$425.00	\$530.00	28	Bankstown	13 August 9am – 5pm 17 & 18 August 4pm – 7:30pm
					North Ryde	3 September 9am – 5pm 5 & 7 September 4pm – 7:30pm
						9 & 14 November 4pm – 7:30pm 12 November 9am – 5pm
NSW Housing Code	2 hours (1 night)	\$110.00	\$140.00	2	North Ryde	27 July 6pm – 8pm
Occupational Health & Safety  <ul style="list-style-type: none"> • CPCBC4002A Manage occupational health and safety in the building & construction workplace. Included in qualification/licence listed at top of page 1: ✓ Building ✓ Kitchen & Bathroom	14 hours (2 days)	\$425.00	\$530.00	28	Blacktown	30 July & 6 August 9am – 5pm
					Wollongong	17 & 24 September 9am – 5pm
	14 hours (1 day & 2 nights)				North Ryde	8 October 9am – 5pm 10 & 11 October 4pm – 7:30pm
					Northern Beaches	15 October 9am – 5pm 17 & 19 October 4pm – 7:30pm
					Bankstown	26 November 9am – 5pm 28 November & 1 December 4pm – 7:30pm
	14 hours (4 nights)				North Ryde	3, 6, 12 & 13 December 4pm – 7:30pm
OHS General Induction for Construction (white card)***  <ul style="list-style-type: none"> • CPCCOHS1001A Work Safely in the construction industry + Meets the requirements of the National Code of Practice for Induction for Construction Work. This requirement must be met before starting work on a construction site	6 hours (1 day)	\$140.00	\$180.00	12	North Ryde	7 July 9am – 4pm
						16 August 9am – 4pm
						12 October 9am – 4pm
						25 November 9am – 4pm

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		Member	Non member			
Short Courses						
Planning Building Work  <ul style="list-style-type: none"> • CPCBC4005A Produce labour and material schedules for ordering • CPCBC4006B Select, procure & store construction materials for low-rise projects Included in qualification/licence listed at top of page 1: ✓ Building ✓ Kitchen & Bathroom	21 hours (6 nights)	\$580.00	\$740.00	42	Wollongong	8, 11, 15, 18, 22 & 25 August 4pm – 7:30pm
	21 hours (3 days)				North Ryde	3, 10 & 17 September 9am – 5pm
	21 hours (1 day & 4 nights)				Bankstown	29 October, 5 & 12 November 9am – 5pm
	21 hours (1 day & 4 nights)				Northern Beaches	5, 6, 12 & 14 September 4pm – 7:30pm 10 September 9am – 5pm
	21 hours (1 day & 4 nights)				North Ryde	8, 9, 15 & 16 November 4pm – 7:30pm 12 November 9am – 5pm
Project Management Workshop	6 hours (1 day)	\$290.00	\$340.00	6	North Ryde	13 September 9am – 4pm
Resolving Business Disputes  <ul style="list-style-type: none"> • CPCBC4024A Resolving Business Disputes Included in qualification/licence listed at top of page 1: ✓ Building	7 hours (1 day)	\$250.00	\$280.00	14	Bankstown	6 August 9am – 5pm
					North Ryde	30 August 9am – 5pm
						5 November 9am – 5pm
Safety Testing and Inspecting for Electrical Equipment (Test & Tag)	6 hours (1 day)	\$407.00	\$440.00	6	North Ryde	26 July 9am – 4pm 20 October 9am – 4pm
Safe Work at Heights **  <ul style="list-style-type: none"> • RIIOHS204A Work Safely at Heights 	6 hours (1 day)	\$360.00	\$429.00	12	North Ryde	26 August 9am – 4pm 7 October 9am – 4pm 15 December 9am – 4pm
Site Set Out  <ul style="list-style-type: none"> • CPCBC4018A Apply site surveys and set-out procedures to building and construction projects Included in qualification/licence listed at top of page 1: ✓ Building	14 hours (2 days)	\$425.00	\$530.00	28	North Ryde	9 & 16 July 9am – 5pm
					Blacktown	13 & 20 August 9am – 5pm
					Wollongong	8 & 15 October 9am – 5pm
					Northern Beaches	29 October & 5 November 9am – 5pm
					North Ryde	17, 18, 24 & 25 October 4pm – 7:30pm
					Bankstown	6 & 7 December 4pm – 7:30pm 10 December 9am – 5pm

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		Member	Non member			
Short Courses						
Steel Framed Housing	2 hours (1 night)	\$110.00	\$140.00	2	North Ryde	4 July 4pm – 6pm
						19 October 4pm – 6pm
					Bathurst	12 October 4pm – 6pm
Supervising Building Work <ul style="list-style-type: none"> • CPCCBC4007A Plan building or construction work • CPCCBC4008B Conduct on-site supervision of the building and construction project  Included in qualification/licence listed at top of page 1: ✓ Building ✓ Kitchen & Bathroom	14 hours (2 days)	\$425.00	\$530.00	28	North Ryde	30 July & 6 August 9am – 5pm
					Wollongong	28 & 29 October 9am – 5pm
					Northern Beaches	12 & 19 November 9am – 5pm
	14 hours (1 day & 2 nights)				Blacktown	27 August 9am – 5pm 30 & 31 August 4pm – 7:30pm
					Bankstown	12, 13 December 4pm – 7:30pm 17 December 9am – 5pm
	14 hours (4 nights)				North Ryde	31 October, 1, 7 & 8 November 4pm – 7:30pm
Understanding the development Application Process	2 hours (1 night)	\$110.00	\$140.00	2	North Ryde	24 August 6pm – 8pm
					Wollongong	17 November 4pm – 6pm
Waterproofing Wet Areas	2 hours (1 night)	\$110.00	\$140.00	2	North Ryde	27 July 4pm – 6pm
	2 hours (1 morning)				Dubbo	13 October 10.30am – 12.30pm

Notes:

All costs are inclusive of GST where applicable
 HIA is a Registered Training Organisation (RTO # 1091)

Course dates, times and fees are subject to change – contact your local HIA office for up-to-date information prior to registration

** Work Safely at Heights is a nationally recognised unit of competency delivered under partnership by Height Safety Management (Diogel Pty Ltd RTO #60146). On successful completion of this course you will receive a Statement of Attainment in RIIOHS204A Work Safely at Heights.

++ Apply First Aid is a nationally recognised unit of competency delivered under partnership by Getabout Training Services and Medilife (RTO #2148). On successful completion of this course you will receive a Statement of Attainment in HLTFA301B Apply First Aid. Registration is recommended 10 Days prior to course as you will receive a workbook upon registration that needs to be completed prior to attending the Apply First Aid course.

*** OHS General Induction for Construction (white card) is a nationally recognised unit of competency. On successful completion of this course you will receive a Statement of Attainment in CPCCOHS1001A Work Safely in the Construction Industry. Participants will also receive a Workcover NSW Statement of Training, with a Workcover NSW White Card to be posted to participants within 30 Days of course completion. 100 points of identification are needed to enter the course.

ENROLMENT FORM



IMPORTANT Please read the following before sending in this enrolment form.

1. Please complete all relevant sections of this form. If the course you wish to enrol in is a nationally recognised unit or qualification, you will need to complete the AVETMISS DETAILS form which can be found in the back section of the HIA Training Directory or as a separate document provided to you by your local HIA Training Services team.
2. Please source a copy of the Student Handbook from the HIA website hia.com.au or from your local HIA office. This handbook provides you with detailed information on the HIA Code of Practice, Terms and Conditions of enrolment for an HIA training course, Code of Ethics, students rights and responsibilities and more.
3. Each State and Territory has specific requirements in regards to experience, skills, knowledge, and qualifications needed to gain a required licence. HIA is able to assist in gaining technical requirements for a licence. Check with your state or territory authority for full details on other requirements.
4. Lodge your completed form at your local HIA Training Services office
5. All enquiries should be directed to HIA Training Services on 1300 650 620.

PRIVACY STATEMENT Information collected by HIA is used, stored and disposed of in accordance with the National Privacy Principles as set out in the Commonwealth Privacy Act 1988. Information that is provided to HIA may be covered by the Freedom of Information Act 1992. This information may also be used for the purposes of confirming an applicant's details (as required).

SECTION 1: COURSE DETAILS

Course name: _____ Course commencement date: _____
Course name: _____ Course commencement date: _____

SECTION 2: APPLICANT DETAILS

Full legal name: _____ Preferred name: _____
Job title: _____ HIA Member Number: _____ CITB Number (if in SA): _____
Residential address: _____
Suburb: _____ State: _____ Postcode: _____
Postal Address (if different to residential address): _____
Email: _____ Date of birth: _____ Male / Female: _____
Contact number: _____ Mobile number: _____
Do you have any reading or writing issues that you may require assistance with? Y / N Details: _____
Have you undertaken any prior training that may count towards this course? Y / N Details: _____

SECTION 3: PAYMENT

Payment amount: _____ Payment method: Credit Card Cheque / Money order Cash
For cash, cheque or money order – please present to HIA Training Staff with this form. For credit card payment, see below
Card type: VISA MASTERCARD AMERICAN EXPRESS
Card number: _____ Expiry date: _____
Card holder's name: _____ Card holder's signature: _____

SECTION 4: DECLARATION

I hereby declare that

- I have read, understand and will comply with all policies and procedures as outlined in the HIA Student Handbook
- I have read, understand and agree to the HIA's Terms and Conditions and Refund policy
- I was adequately informed of the requirements and expectations of the course prior to enrolment
- I have received and understand the information provided regarding prerequisites, including but not limited to literacy and numeracy requirements, for this course and I believe I meet these prerequisites
- The information I have provided is true and correct to the best of my knowledge and
- Should I provide incorrect information and documentation relating to my enrolment I understand that this may result in the cancellation of my enrolment
- I authorise HIA to release information regarding my enrolment to any Government Department and other parties when HIA is legally obliged to do so

Name: _____ Signature: _____ Date: _____

If this statement was read to you, the person who read the statement must sign below:

Name: _____ Signature: _____ Date: _____

If you are under 18, your enrolment must be approved by a parent or guardian. Please have them sign below:

Name: _____ Signature: _____ Date: _____

HIA may use your information to offer you other HIA products and services and relevant commercial products and services from others that may be of interest to you in your business.

Please tick this box if you do not wish to receive these commercial offers.