



# CALENDAR

JANUARY-JUNE 2012








# HIA training services

NEW SOUTH WALES

# NSW

Workshop Title	Duration	Workshop Fee		CPD Points	Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member			
<b>Qualification/Licence</b>						
<b>CPC40110</b>  <b>Certificate IV in Building &amp; Construction (Building)</b> Builder Licensing course	27 days	\$5,300.00	\$6,600.00	378	North Ryde	11 February 2012
<b>Kitchen, Bathroom and Laundry Renovation Licence course</b> 	17 days	\$3,440.00	\$4,340.00	238	North Ryde	11 February 2012
					Bankstown	3 March 2012
<b>Short Courses</b>						
<b>Apply First Aid ++</b>  • HLTF301B Apply first aid	6 hours (1 day)	\$185.00	\$235.00	12	North Ryde	28 February 9am – 4pm
						27 March 9am – 4pm
						30 April 9am – 4pm
						29 May 9am – 4pm
<b>Building Codes</b>  • CPCBC4001A 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 (1 days & 4 nights)	\$580.00	\$740.00	42	Bankstown	7, 9, 13 & 15 February 4pm – 7:30pm 11 February 9am – 5pm
	21 hours (2 days & 2 nights)				North Ryde	24 & 31 March 9am – 5pm 2 & 4 April 4pm – 7:30pm
<b>Building Contracts</b>  • 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 (4 nights)	\$425.00	\$530.00	28	Bankstown	7, 8, 13 & 14 March 4pm – 7:30pm
	14 hours (2 days)				North Ryde	7 & 14 May 9am – 5pm
<b>Building Structures</b>  • 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 (2 days & 4 nights)	\$785.00	\$900.00	56	Bankstown	21, 22, 28 & 29 February 4pm – 7:30pm 25 February & 3 March 9am – 5pm
	28 hours (3 days & 1 night)				North Ryde	21, 28 April & 5 May 9am – 5pm 1 & 2 May 4pm – 7:30pm
<b>Bonded Asbestos Removal &amp; Supervision</b> + 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	14 February 9am – 3.30pm
						22 March 9am – 3.30pm
						11 April 9am – 3.30pm
						17 May 9am – 3.30pm
						13 June 9am – 3.30pm
					Castle Hill	3 May 9am – 3.30pm
					Wollongong	4 May 9am – 3.30pm
Kogarah	11 May 9am – 3.30pm					

Workshop Title	Duration	Workshop Fee		CPD Points	Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member			
<b>Short Courses</b>						
<b>Estimating &amp; Tending</b>  <ul style="list-style-type: none"> <li>• CPCBC4004A Identify and produce estimated costs for building and construction projects</li> <li>• CPCBC4013A Prepare and evaluate tender documentation</li> </ul> <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> <li>✓ Building</li> <li>✓ Kitchen &amp; Bathroom</li> </ul>	21 hours (1 day & 4 nights)	\$580.00	\$740.00	42	North Ryde	23, 28 February, 5 & 7 March 4pm – 7:30pm 25 February 9am – 5pm
					Bankstown	17, 19, 23 & 30 April 4pm – 7:30pm 21 April 9am – 5pm
		21 hours (2 days & 2 nights)				North Ryde
<b>GreenSmart® Professional</b> + HIA GreenSmart® Professional accreditation 	14 hours (2 days)	\$638.00	\$759.00	14	North Ryde	12 & 13 March 9am – 5pm
<b>Interpreting Plans &amp; Specifications</b>  <ul style="list-style-type: none"> <li>• CPCBC4012A Read and interpret plans and specifications</li> </ul> <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> <li>✓ Building</li> </ul>	7 hours (1 day)	\$250.00	\$280.00	14	Bankstown	17 March 9am – 5pm
<b>Legal Requirements</b>  <ul style="list-style-type: none"> <li>• CPCBC4009B Apply legal requirements to building and construction projects</li> </ul> <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> <li>✓ Building</li> <li>✓ Kitchen &amp; Bathroom</li> </ul>	14 hours (1 day & 2 nights)	\$425.00	\$530.00	28	North Ryde	11 February 9am – 5pm 16 & 20 February 4pm – 7:30pm
<b>Managing your Finances</b>  <ul style="list-style-type: none"> <li>• BSBSMB406A Manage small business finances</li> </ul> <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> <li>✓ Building</li> </ul>	14 hours (1 day & 2 nights)	\$425.00	\$530.00	28	North Ryde	6 & 7 March 4pm – 7:30pm 17 March 9am – 5pm
<b>Occupational Health &amp; Safety</b>  <ul style="list-style-type: none"> <li>• CPCBC4002A Manage occupational health and safety in the building &amp; construction workplace.</li> </ul> <p>Included in qualification/licence listed at top of page 1:</p> <ul style="list-style-type: none"> <li>✓ Building</li> <li>✓ Kitchen &amp; Bathroom</li> </ul>	14 hours (4 days)	\$425.00	\$530.00	28	North Ryde	10 & 17 March 9am – 5pm
					14 hours (1 day & 2 nights)	

Workshop Title	Duration	Workshop Fee		CPD Points	Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member			
<b>Short Courses</b>						
<b>OHS General Induction for Construction (white card)***</b>  <ul style="list-style-type: none"> <li>• CPCCOHS1001A Work Safely in the construction industry</li> </ul> + 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	21 February 9am – 4pm
						20 March 9am – 4pm
						1 May 9am – 4pm
						5 June 9am – 4pm
<b>Planning Building Work</b>  <ul style="list-style-type: none"> <li>• CPCCBBC4005A Produce labour and material schedules for ordering</li> <li>• CPCCBBC4006B Select, procure &amp; store construction materials for low-rise projects</li> </ul> Included in qualification/licence listed at top of page 1: ✓ Building ✓ Kitchen & Bathroom	21 hours (1 day & 4 nights)	\$580.00	\$740.00	42	North Ryde	7, 8, 14 & 15 February 4pm – 7:30pm 11 February 9am – 5pm
	21 hours (6 nights)					29, 30 May, 5, 6, 12 & 13 June 4pm – 7:30pm
	21 hours (3 days)				Bankstown	24, 31 March & 14 April 9am – 5pm
<b>Resolving Business Disputes</b>  <ul style="list-style-type: none"> <li>• CPCCBBC4024A Resolving Business Disputes</li> </ul> Included in qualification/licence listed at top of page 1: ✓ Building	7 hours (2 nights)	\$250.00	\$280.00	14	North Ryde	27 February & 1 March 4pm – 7:30pm
<b>Safety Testing and Inspecting for Electrical Equipment (Test &amp; Tag)</b>	6 hours (1 day)	\$407.00	\$440.00	6	North Ryde	15 February 9am – 4pm
						8 May 9am – 4pm
<b>Site Set Out</b>  <ul style="list-style-type: none"> <li>• CPCCBBC4018A Apply site surveys and set-out procedures to building and construction projects</li> </ul> Included in qualification/licence listed at top of page 1: ✓ Building	14 hours (2 days)	\$425.00	\$530.00	28	North Ryde	24 & 31 March 9am – 5pm
					Bankstown	12 & 19 May 9am – 5pm
<b>Supervising Building Work</b>  <ul style="list-style-type: none"> <li>• CPCCBBC4007A Plan building or construction work</li> <li>• CPCCBBC4008B Conduct on-site supervision of the building and construction project</li> </ul> Included in qualification/licence listed at top of page 1: ✓ Building ✓ Kitchen & Bathroom	14 hours (1 day & 2 nights)	\$425.00	\$530.00	28	North Ryde	10 & 11 April 4pm – 7:30pm 14 April 9am – 5pm
	14 hours (2 days)				Bankstown	26 May & 2 June 9am – 5pm

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		Member	Non member			
<b>Short Courses</b>						
Workplace Health & Safety Regs	4 hours (1/2 day)	Free	Free	4	Wagga Wagga	22 February 10am – 2pm
					Ballina	23 February 9am – 1pm
					Albury	23 February 8:30am – 12:30pm
					Tweed Heads	24 February 9am – 1pm
					Wollongong	7 March 9am – 1pm
					Tamworth	15 March 9am -1pm
					Gosford	15 March 9am – 1pm
					Newcastle	16 March 9am – 1pm
					Forster	22 March 9am – 1pm
					St George	22 March 9am – 1pm
					Blacktown	29 March 9am – 1pm
					Port Macquarie	18 April 9am – 1pm
					Coffs Harbour	19 April 12pm – 4pm
					Belrose	20 April 9am – 1pm
					Dubbo	1 May 9am – 1pm
					Orange	2 May 9am – 1pm
Blue Mountains	3 May 9am – 1pm					
Merimbula	23 May 9am – 1pm					
Batemans Bay	24 May 9am – 1pm					

### 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](http://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).

## RETURN COMPLETED FORM TO:

EMAIL: [nsw\\_training@hia.com.au](mailto:nsw_training@hia.com.au)

FAX: 02 9888 7555

POSTAL ADDRESS:

PO Box 884, North Ryde BC NSW 1670

## 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.