



TRAINING CALENDAR

2008

JANUARY

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Tues 15	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Fri 18	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Wed 23	Safety Plans & Work Method Statements	\$209	\$267	North Ryde	1pm—4pm	6	3
Fri 25	BASIX Alterations & Additions	\$150	\$190	North Ryde	1pm—5pm	8	4
Wed 30	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5



CERTIFICATE IV IN BUILDING 3477 — Ultimo Campus OR Gympie Campus

Enrolments taken during January/February/March 2008 (see overview on Page 7 of this calendar for more details)



FEBRUARY

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Fri 1	Safe Work at Heights	\$352	\$418	North Ryde	9am—5pm	35	14
Mon 4	Building Code of Australia	\$198	\$238	North Ryde	9am—4.30pm	14	7
Tues 5	Timber Framing Code	\$209	\$267	North Ryde	9am—4.30pm	14	7
Wed 6	Senior First Aid	\$185	\$235	North Ryde	9am—4pm	5	6
Thur 7	Contracts Administration	\$209	\$267	North Ryde	9am—1pm	8	4
Fri 8	Bonded Asbestos Removal & Supervisor	\$220	\$275	Cronulla	9am—2.30pm	10	5
Mon 11	Building a Business Plan	\$150	\$190	North Ryde	9am—1pm	8	4
Wed 13	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Fri 25	Testing & Tagging	\$297	\$375	North Ryde	9am—4pm	12	6
Tues 19	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Thur 21	Working in Kitchen & Bathroom Industry	\$90	\$130	North Ryde	9am—11pm	4	2
Fri 22	Time Management	\$209	\$267	North Ryde	9am—3pm	12	6
Tues 26	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Fri 29	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5



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TRAINING CALENDAR

2008

MARCH

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Tues 4	Bonded Asbestos Removal & Supervisor	\$220	\$275	Bathurst	9am—2.30pm	10	5
Wed 5	Bonded Asbestos Removal & Supervisor	\$220	\$275	Dubbo	9am—2.30pm	10	5
Friday 7	Project Management	\$275	\$320	North Ryde	9am—4.30pm	14	7
Wed 12	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Thur 13 & Fri 14	Greensmart Professional	\$605	\$726	North Ryde	9am—5pm	28	16
Mon 17	Bonded Asbestos Removal & Supervisor	\$220	\$275	Campbelltown	9am—2.30pm	10	5
Tues 18	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Wed 26	Introduction to K&B Workshop	\$82.50	\$126.50	North Ryde	3pm—5pm	4	2
Thur 27	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Fri 28	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Fri 28	Bonded Asbestos Removal & Supervisor	\$220	\$275	Cronulla	9am—2.30pm	10	5
Mon 31	Building Code of Australia	\$198	\$238	North Ryde	9am—4.30pm	14	7

Expressions of Interest for Certificate IV in Building

HIA are calling for Expression of Interest in the Certificate IV in Building and Construction BCG40106 which is due to commence at North Ryde in April 2008.

Subjects Include:

Read Plans and Specifications—Preparing simple building—Building Codes and Standards—Estimating & Scheduling—Legal Requirements—Business Management—Risk Management—Planning and Supervising

APRIL

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Tues 1	Dealing with Difficult People	\$209	\$267	North Ryde	9am—4.30pm	14	7
Wed 2	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Tues 8	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Wed 9	Dealing with Difficult People	\$209	\$267	Fairy Meadow	9am—4pm	14	7
Thur 10	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Mon 14	Safety Plans & Work Method Statements	\$209	\$267	North Ryde	9am—12pm	6	3
Wed 30	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5



**HIA training
services**

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TRAINING CALENDAR

2008

MAY

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Fri 2	 Safe Work at Heights	\$352	\$418	North Ryde	9am—5pm	35	14
Thur 8	BASIX Alterations & Additions	\$150	\$190	North Ryde	9am—1pm	8	4
Fri 9	Bonded Asbestos Removal & Supervisor	\$220	\$275	Castle Hill	9am—2.30pm	10	5
Fri 9	Contracts Administration	\$209	\$267	North Ryde	9am—1pm	8	4
Tues 13	Building a Business Plan	\$150	\$190	North Ryde	9am—1pm	8	4
Thur 15	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—1pm	10	5
Fri 16	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Fri 16	Testing and Tagging	\$297	\$375	North Ryde	9am—4pm	12	6
Tues 20	Bonded Asbestos Removal & Supervisor	\$220	\$275	Kiama	9am—2.30pm	10	5
Thur 22 & Fri 23	Wet Area Waterproofing	\$605	\$726	North Ryde	9am—4.30pm	26	7
Tues 27	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Wed 28	Time Management	\$209	\$267	North Ryde	9am—3pm	12	6

JUNE

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Tues 3 & Wed 4	Greensmart Professional	\$605	\$726	North Ryde	9am—5pm	28	16
Wed 11	Time Management	\$209	\$726	Leura	9am—3pm	12	6
Thur 12	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Mon 16	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Fri 20	Project Management	\$275	\$320	North Ryde	9am—4.30pm	14	7
Fri 20	Timber Framing Code	\$209	\$267	North Ryde	9am—4.30pm	14	7
Fri 27	Time Management	\$209	\$267	Kiama	9am—3pm	12	6



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TRAINING CALENDAR

2008

JULY

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Tues 1	Safety Plans & Work Method Statements	\$209	\$267	North Ryde	9am—12pm	6	3
Mon 21	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Mon 28	OHS Induction (whitecard)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Wed 30 & Thur 31	Wet Area Waterproofing	\$605	\$726	Penrith	9am—4.30pm	26	14

AUGUST

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Fri 1	Testing & Tagging	\$297	\$375	North Ryde	9am—4pm	12	6
Tues 5	Contracts Administration	\$209	\$267	North Ryde	9am—1pm	8	4
Wed 6	Bonded Asbestos Removal & Supervisor	\$220	\$275	Liverpool	9am—2.30pm	10	5
Mon 11	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Fri 15	Dealing with Difficult People	\$209	\$267	North Ryde	9am—4.30pm	14	7
Tues 19	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Fri 22	 Safe Work at Heights	\$352	\$418	North Ryde	9am—5pm	35	14
Wed 27	Contracts Administration	\$209	\$267	Bathurst	9am—1pm	8	4
Thur 28	Contracts Administration	\$209	\$267	Leura	9am—1pm	8	4
Thur 28 & Fri 29	Wet Area Waterproofing	\$605	\$726	North Ryde	9am—4.30pm	26	14

Exclusive to HIA Members—Online Practical Guide to NSW OH&S Management course —-COMPLETE ONLINE NOW!!

Topics/Learning Outcomes

- By successfully completing this course, you will be able to:
- Understand the difference between safety policies, safety plans and safe work method statements.
- Understand the importance and requirements of safety policies, safety plans and safe work method statements.
- Undertake a risk assessment of particular work tasks.
- Develop and implement your own policies, plans and safe work method statements.
- Utilise a Hazardous Substances Register.

You will be guided through a step-by-step learning process involving the completion of 9 modules which are aligned to the HIA OH&S Management System. Each module invites interaction by asking questions and providing downloads of actual documents such as Safety Plans and Safe Work Method Statements.

Links are also provided to access WorkCover documents, Codes of Practice and Legislation for more related and relevant information.

On successful completion of this on line course, you will be issued with: (1) A Statement of Completion - (2) HIA's OH&S Management System manual - (3) 6 CPD



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TRAINING CALENDAR

2008

SEPTEMBER

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Tues 2	BASIX Alterations & Additions	\$150	\$190	North Ryde	9am—1pm	8	4
Fri 5	Project Management	\$275	\$320	North Ryde	9am—4.30pm	14	7
Wed 10	Building a Business Plan	\$150	\$190	North Ryde	9am—1pm	8	4
Fri 12	Time Management	\$209	\$267	North Ryde	9am—3pm	12	6
Tues 16 & Wed 17	Greensmart Professional	\$605	\$726	North Ryde	9am—5pm	28	16
Thur 18	Timber Framing Code	\$209	\$267	North Ryde	9am—4.30pm	14	7
Fri 19	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Wed 24	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Fri 26	 Safe Work at Heights	\$352	\$418	Wollongong	9am—5pm	35	14

OCTOBER

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Mon 13	Bonded Asbestos Removal & Supervisor	\$220	\$275	Dee Why	9am—2.30pm	10	5
Fri 17	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Wed 22	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Fri 24	Safety Plans & Work Method Statements	\$209	\$267	North Ryde	9am—12pm	6	3
Wed 29	Bonded Asbestos Removal & Supervisor	\$220	\$275	Fairy Meadow	9am—2.30pm	10	5



GROUP TRAINING/CUSTOMISED COURSES

HIA offer a wide range of Training courses to best suit the individual needs of your business and your staff. If you have a training room on your premises, we can arrange our trainer to present this course at the time which best suits your companies needs and can be delivered flexibly OR You may wish to use the Training rooms at our North Ryde premises.
For more information please phone Training Services on 02 9978 3374



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TRAINING CALENDAR

2008

NOVEMBER

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
12 Nov	Contracts Administration	\$209	\$267	North Ryde	9am—3pm	8	4
Thur 13 & Fri 14	Wet Area Waterproofing	\$605	\$726	North Ryde	9am—4.30pm	26	7
Tues 18	OHS Induction (white card)	\$125 (GST Free)	\$165 (GST Free)	North Ryde	9am—3pm	25	5
Thur 20	 Safe Work at Heights	\$352	\$418	North Ryde	9am—5pm	35	14
Tues 25	Bonded Asbestos Removal & Supervisor	\$220	\$275	North Ryde	9am—2.30pm	10	5
Thur 27	Project Management	\$275	\$320	North Ryde	9am—4.30pm	14	7
Fri 28	Testing & Tagging	\$297	\$375	North Ryde	9am—4pm	12	6

DECEMBER

Date	Course Name	Member Price Incl GST	Non Member Price Incl GST	Area	Time	OLD CPD	NEW CPD
Mon 1 & Tues 2	Greensmart Professional	\$605	\$726	North Ryde	9am—5pm	28	16
Wed 3	OHS Induction (white card)	\$125 (GST Free)	\$165	North Ryde	9am—3pm	25	5
Fri 5	Dealing with Difficult People	\$209	\$267	North Ryde	9am—4.30pm	14	7

Enrolment Conditions—(please read carefully)

1. Payments **MUST** be made before the course commencement. No cash will be accepted!!
2. Places in our training courses are allocated once your registration form has been received. **Your place will not be confirmed & your seat will not be guaranteed** if we do not receive your registration form and full payment prior to the course date. You can pay credit card, direct debit, cheque.
3. Course viability is affected by transfers/cancellations. Course registrations may be cancelled up to 5 working days prior to the course commencement date. Notice of cancellation **MUST** be sent in writing to our fax number 9888 3322 or email NSW_Training@hia.com.au—Telephone cancellations will no longer be accepted.
4. Provided that 5 working days notice has been given in writing, you can either request a full refund of payment OR you can request to be transferred to another date scheduled on the calendar
4. Registrations cancelled less than 5 working prior to the commencement of the course can either transfer to another date OR cancel from the course **however** if transferring a fee of \$30 will be incurred OR if canceling out of the course a fee of \$55 will be incurred.
***If cancellation is received less than 2 working days prior to the commencement of the course, there will be no refund/transfer given.
5. **Failure to attend a course or program without prior notification will result in no refund of the course fee, unless evidence of extenuating circumstances are able to be provided by the student, such as a medical emergency.**
6. HIA reserves the right to postpone a course to an alternative date or cancel due to unforeseen circumstances. All registered participants affected by this change will have the choice of transferring to another date OR receiving a full refund.
7. **By signing the Registration Form attached confirms that you have read and agree to HIA's Enrolment Conditions.**



***Nationally Recognised Training:** HIA, as a Registered Training Organisation (RTO National Provider Code 1091), recognises the qualifications issued by other RTOs under Mutual Recognition arrangements. HIA delivers this course under the Australian Qualifications Framework, and as such, this course is a nationally recognised qualification. Recognition arrangements. HIA delivers this course under the Australian Qualifications Framework.

Recognition of Prior Learning (RPL): RPL enables participants to receive credit towards programs if they have completed other relevant training or have relevant life or work experience. RPL applications must be lodged with the training department prior to course commencement dates. Participants seeking more information or intending to lodge an application should contact the training department for an information pack. RPL fees are 50% of the full unfunded course fee (a minimum application fee of \$60 applies).



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TRAINING CALENDAR

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COURSE OVERVIEW

CERTIFICATE IV IN BUILDING 3477—RECOGNITION OF PRIOR LEARNING & GAP TRAINING PROGRAM

The Certificate IV in Building 3477—Recognition of prior learning & gap training program is a blend of face to face learning, distant learning and workplace projects to help juggle work commitments, study & other commitments. This fast track program is targeted to the very experienced Carpenter/Bricklayers.

CONTRACTS ADMINISTRATION

The best protection for your business comes from good contract administration & contract awareness. This workshop provides you with information & practical advice on the administration of building contracts in New South Wales. You will gain better knowledge & understanding of basic contract law, specific requirements that you must meet in order to have a valid & enforceable residential building in NSW & concepts that relate to the administration of building contracts

BUILDING A BUSINESS PLAN

This workshop will assist you to manage your business more effectively and to achieve your dream of business growth with sustained profit. At the completion of this workshop you will learn how to create a business plan relative to your business under the guidance of your trainer, understand financial reports & build on your business plan over time.

BUILDING CODE OF AUSTRALIA

This course has been designed to specifically assist you in the use of Volume 2 of the BCA Housing Provisions, one of the most dramatic changes affecting the housing industry and the most significant change to building regulations since their creation in this country. At the conclusion of the workshop students should understand BCA Development, BCA legal issues, what is performance code and how to use the BCA.

BUSINESS EDGE SERIES #1

This workshop focuses on providing owners & operators of building business with practical tools such as checklists, flowcharts, sample forms, documents and electronic spreadsheets, to help them with their building business paperwork and cash flow. The workshop adopts a simple step to step approach for owners & operators of the building business, to assist them in managing their paperwork and cash flow by looking at such things as business structures, building business registrations, regulations and good business practices, how running a building business can be made easier through the use of practical tools & where to go for further assistance.

BONDED ASBESTOS REMOVAL AND SUPERVISORS

This 5 hour fast track course recognized by WorkCover is essential for builders, supervisors, contractors etc. It is designed to instruct safe removal of Bonded Asbestos. As you are required to obtain a licence from Work Cover NSW to remove Bonded Asbestos—HIA will assist you in preparing your application to Work Cover free of charge! At the conclusion of this course you will be awarded a certificate of Completion.

BASIX ALTERATIONS AND ADDITIONS

Find out the new requirements for BASIX Alterations and Additions, when you will need to use BASIX, How do you access the plans using BASIX, What is a BASIX Certificate. This course will show you how to use the online computer program, understand what parts of the building works are affected by BASIX and what information you will need to prepare a BASIX certificate. New swimming pools and spas also require a BASIX certificate over a certain size.

DEALING WITH DIFFICULT PEOPLE

This course is designed to help identify potential sources of difficult people and to resolve difficult situations in a professional manner. This course will identify how to commit to applying guidelines for dealing with difficult clients and employees and understanding such things as communication barriers and work out how to approach different attitude's and mood controls.

IR LEGAL WORKSHOP

To assist you to comply with the ever changing regulatory environment, HIA has developed a workshop that covers a range of topics from industrial relations to alternative dispute resolution techniques. The workshop will also update you on the more significant industry issues and changes that have the potential to impact your business.

GREENSMART PROFESSIONAL

This 2 day workshop is designed to equip participants with the skills for designing building and selling environmentally sustainable housing. Content of this course are: Sustainable Development, Passive solar design and natural ventilation, Design and Operation issues for energy efficiency, Selection of water and energy efficient appliances, Soil and sediment control and more...! HIA members will also be registered as a Greensmart Professional provided with Greensmart logo for marketing and your contact details will be posted on the Greensmart pages of the HIA website.



TRAINING CALENDAR

2008

COURSE OVERVIEW

OHS GENERAL INDUCTION FOR THE CONSTRUCTION INDUSTRY (WHITECARD)

Gain your work cover certificate, Knowledge of the OHS Act, Learn the OHS Safety Procedures, Under the OJS Legislation new workers entering the industry or returning after a 2 yr absence MUST complete a general OHS Induction course BEFORE returning to work.

NEW ONLINE PRACTICAL GUIDE TO NSW OHS MANAGEMENT—EXCLUSIVE TO HIA MEMBERS

The new online HIA OHS Management system course has been tailored to meet the needs if your busy lifestyle. Completing the course online will allow you to balance your work, running your business and study. This course facilitates learning using a computer—based network as opposed to face to face classroom attendance. You will be guided through a step by step process involving the completion of 9 modules which are aligned to the HIA OHS Management System. Each module invites interaction by asking questions and providing downloads of actual documents such as the Safety Plans and Safe work method statements. Successful completion of this course you will receive a Statement of Completion, HIA OHS Management System manual & 6 CPD Points.

PROJECT MANAGEMENT

This course will assist you in learning the Initiation Phase, Development Phase, Implementation Phase and Finalisation Phase. Topics Include: Project Fundamentals, Quality Management, Scope Management, Time Management, Cost Management, Risk Management, Cost Management, Communication Management, Human Resources Management.

SAFE WORK AT HEIGHTS



Are you unsure of your safety obligations when working at heights? Then the Safe work at Heights course have the answers for you! Course includes: How to apply relevant legislation, Analyze case studies of unsafe work at heights, Risk assessment, How to select and inspect equipment, Introduction to fall protection equipment, Working with ladders and roofs and much more...!

OHS SAFETY PLANS AND WORK METHOD STATEMENTS

This 3 hour seminar will provide you with the guidelines and tools to assist with developing OHS Policy, Safety Plans and Safe Work Method Statements. The objective of this course is to understand the difference between safety policies, safety plans and SWMS, Understand the importance and requirements of safety procedures, policies, safety plans & SWMS, Develop and implement your own Policies, Course also includes the Safety Management System Manual.

SENIOR FIRST AID (One Day)

This course is suited to those who want their re- certification or those who are new to First Aid. The aim of this course is to develop a Students competence and confidence in providing emergency first aid. This includes calling for help, the ability to respond to first aid situations, casualty assessment. There is pre course reading for this course which is sent to you after HIA receive your registration form. You need to complete this prior to the course commencement date to have the aspect of theory completed. You then bring this along on the day.

TESTING AND TAGGING OF ELECTRICAL LEADS AND APPLIANCES OF PLUG IN TYPE

You will save money as you will no longer require the use of an electrician to monitor your equipment!!!! Gain the skills and knowledge & certification required to perform inspections and tests using approved 'Portable Appliance Testing Equipment' (PAT) in accordance with the requirements and standards as specified in the code of practices for construction work.

TIMBER FRAMING CODE

Find out the new requirements on wind classification, wind bracing roofing, tie downs, timber sizing and much more....! Using the AS1684.2 you will run through all you need to know.

TIME MANAGEMENT

Take the time to attend HIA's one day Time Management course and you will discover: Setting your goals, prioritizing and planning, conquering time wasters, general ways to better your lifestyle, identify poor areas of time management, tips to better manage your time & balancing work and personal time.

WET AREA WATERPROOFING

Gain an awareness if the principals of waterproofing and learn up to date technologies in the industry. You will learn awareness of the principals of waterproofing, Up to date technologies in the industry, Hands on installation and application skills, Liquid Membranes (water based, Polyesters and Epoxy urethanes, Types of wet areas and much more...! This workshop does not include the assessment component involved in obtaining a Wet Area Waterproofing licence. It is a tool in which may assist you in your preparation before applying for assessment.

Thank You for your continuing support !

Hia Training Services look forward to assisting you with your Training needs in 2008





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Web: www.hia.com.au



REGISTRATION FORM

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 Details

Course Name	Date.....	Area.....	Fee ..\$.....
Course Name	Date.....	Area.....	Fee ..\$.....
Course Name	Date.....	Area	Fee ..\$.....
Course Name	Date.....	Area.....	Fee ..\$.....
Course Name	Date	Area.....	Fee ..\$.....

Total \$.....

Payment Options

**CASH IS NOT
ACCEPTED**

Method of Payment ☐ Cheque ☐ Invoice Me—to be paid in 14 days

Order total:

Credit Card # Exp. date

- ☐ Visa
☐ MasterCard
☐ American Express
☐ Bankcard
☐ Diners

Total:

Name on Credit Card

Signature.....

Cancellations: Cancellation fee of \$50.00 will be charged if we are not informed 5 working days prior to the commencement date or a Transfer Fee of \$25.00 will charged to change to another date. No refund is given if we are not contacted before or on the day of the course for non attendance. HIA has the right to cancel/postpone courses due to unforeseen circumstances including insufficient funds.

Please read HIA's Student Information Sheet prior to completing this enrolment form and read HIA's Student Information Kit prior to attending the course. The Info Sheet & Kit are available at HIA's web site or on request (www.hia.com.au, select 'Training & Events', search for training in your region, then select 'Enrolment Information' from the navigation pane

Signature _____ I advise I have read the Student Information Sheet
and HIA's Enrolment Conditions



We will be taking Expressions of Interest in 2008 for courses to take place in other Sydney suburbs or regional areas.

Once there is the minimum number of participants to run the course in the suggested area you will be contacted to complete a registration form then on receipt of the form from the participant, HIA will send a confirmation letter to confirm the date, time and venue.

EXPRESSION OF INTEREST

Address:
PO BOX 884
North Ryde BC NSW 1670
Phone: 9978 3374
Fax: 9888 3322
Email: NSW_Training@hia.asn.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)

Please complete this form if the course and area are not already shown on the calendar for 2008!

Please select a course(s) 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
- ☐ Safe Work At Heights
- ☐ Safety Plans and Work Method Statements
- ☐ Time Management
- ☐ Timber Framing Code
- ☐ Testing and Tagging
- ☐ Wet Area Waterproofing (2 day)

Please select a area which is of interest below:

- ☐ Bankstown
- ☐ Bondi
- ☐ Castle Hill
- ☐ Campbelltown
- ☐ Cronulla
- ☐ Dee Why
- ☐ Liverpool
- ☐ Manly
- ☐ Merrylands
- ☐ Mona Vale
- ☐ North Richmond
- ☐ Penrith
- ☐ Bomaderry
- ☐ Fairy Meadow
- ☐ Kiama
- ☐ Mittagong
- ☐ Bathurst
- ☐ Dubbo
- ☐ Leura
- ☐ Mudgee
- ☐ Orange
- ☐ Parkes