



HIA Training & Events Calendar Northwest New England



Training Courses - January to June

Date	Training	Location	Member Rate (Inc GST)	Non Member Rate Inc GST	Time	Old CPD	New CPD
29 Feb 08	Dealing with Difficult People	Moree	\$ 145.00	\$ 160.00	8.30am - 12.30pm	8	4
29 Feb 08	Time Management	Moree	\$ 145.00	\$ 160.00	1.30pm - 5.30pm	8	4
10 Mar 08	Contracts Administration	Tamworth	\$ 165.00	\$ 198.00	1.00pm - 5.00pm	8	4
March TBA	Bonded Asbestos Removal & Supervisors Course	Armidale	\$ 242.00	\$ 275.00	8.30am - 2.30pm	10	5
March TBA	Bonded Asbestos Removal & Supervisors Course	Tamworth	\$ 242.00	\$ 275.00	8.30am - 2.30pm	10	5
4 Apr 08	Senior First Aid/CPR	Armidale	\$ 209.00	\$ 242.00	8.30am - 2.30pm	5	5
12 May 08	Building A Business Plan	Armidale	\$ 198.00	\$ 231.00	8.30am - 12.30pm	8	4
13 May 08	Building A Business Plan	Inverell	\$ 198.00	\$ 231.00	8.30am - 12.30pm	8	4
13 May 08	Safety Management Plans	Inverell	\$ 209.00	\$ 242.00	1.30pm - 5.30pm	8	4

Expression of Interest for Certificate IV in Building

HIA are calling for Expressions of Interest in the Certificate IV in Building and Construction (Building) BCG40106 which is due to commence on the North Coast 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

If you are interested in obtaining further information please contact HIA Coffs Harbour on 6651 2422 for further information.

HIA Events - January to June

Date	Event	Location	Member Rate (Inc GST)	Non Member Rate Inc GST	Time	Old CPD	New CPD
26 Feb 08 4 Mar 08	In-Site Night	Tamworth	\$ 16.50	\$ 27.50	6:00pm - 8:30pm	4	2
13 May 08	In-Site Night	Moree	\$ 16.50	\$ 27.50	6:00pm - 8:30pm	4	2
14 May 08	In-Site Night	Armidale	\$ 16.50	\$ 27.50	6:00pm - 8:30pm	4	2
May 08	HIA Members Golf Day	Tamworth	\$180.00/Team		11.00am - 6.00pm	0	0
6 Jun 08	Economic Outlook Breakfast	Armidale	\$ 66.00	\$ 77.00	7:30am - 9:30am	4	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
Web: 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 ..\$.....

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

Total \$.....

Payment Options

Method of Payment Cheque Cash Invoice Me

Visa
 MasterCard

Credit Card # _____ Exp. date _____

American Express

Total: _____

Name on Card _____

Bankcard

Signature.....

Diners

Training Enrolment Conditions—(please read carefully)

Credit Policy

HIA Training Services credit terms are - payment prior to commencement of training services in all circumstances. Services will not be provided unless payment is received in full. Confirmation of enrolment will only occur once payment is received.

Payment in full will be required to confirm enrolment. Payment by instalment may be negotiated where appropriate (e.g. for longer courses such as Certificate IV that comprise multiple units that are delivered in a distinct series of 'modules'), but payment in advance of the proportion of services to be provided must occur at all times. Courses that are available for payment by instalment will be clearly indicated in HIA Training Services enrolment materials.

Terms & Conditions of Enrolment

- To ensure that your enrolment is confirmed, your payment must accompany the enrolment form.
- HIA requires FIVE WORKING DAYS notice of cancellation or transfer in writing otherwise full fees must be paid. Provided 5 working days notice in writing is received, you can either request a full refund of payment or be transferred to another course. (In the instance where course materials have been issued prior to course commencement date, these must be returned in an unmarked condition for refund to be initiated).
- Registrations cancelled less than 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 if transferring to another course is required.
- Failure to attend a course or program without prior notification will result in NO refund of course fees, unless evidence of extenuating circumstances is able to be provided by the student, such as:
 - Health reasons no longer able to continue (medical certificate required)
 - Other extenuating circumstances pertaining to immediate family/loss of job. Request must be formally submitted with appropriate evidence (written application) by the student or place of employment. Submission request will be reviewed by HIA management who will notify you of the outcome within 2 working weeks.
- You may substitute another participant 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.
- HIA reserves the right to postpone a course to an alternative date. All registered participants affected by such a cancellation will receive a full refund or be offered the opportunity to transfer to the next available course.
- Cancellation of enrolment during a course may result in a % refund of the total cost, if extenuating circumstances exist. Computer course cancellations may be cancelled up to the "registration close" date. All cancellations received after the "registration close" date will forfeit 50% of the registration fee.
- Provided 5 working days notice in writing is received (prior to "registration close" date), you can either request a full refund of payment or ask to be registered on another course. Refunds will generally be processed within 30 days.
- HIA guarantees that upon the student's commencement of the course it will complete the training and assessment services or otherwise refund the student for the proportion services not delivered.



Address:
PO BOX 488
Coffs Harbour NSW 2450

Phone: 6651 2422
 Fax: 6652 6077
 Email: coffs_training@hia.com.au



EXPRESSION OF INTEREST

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.....

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: 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)

North Coast

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

New England

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

Other:

Other
