



TRAINING

CALENDAR

2016



JANUARY > JUNE 2016

WESTERN AUSTRALIA

HIA is a registered training organisation (National Provider Number 1091)

NATIONALLY RECOGNISED TRAINING – QUALIFICATIONS

Course Title	Face-to-face Duration	Course Fee GST EXEMPT		Course Locations	Dates & Times (Subject to Change)
		Member	Non member		
Medium Rise Construction CPC50210 Diploma of Building and Construction (Building) May be eligible for Construction Training Fund Subsidy	413 hours	\$7,870	\$11,750	Osborne Park	PLEASE NOTE: Courses will be offered at HIA Training Rooms at 22 Parkland Rd, Osborne Park WA 6916 and where indicated in Bunbury at Unit 11C, Homemaker Centre 42 Strickland Street, BUNBURY WA 6230
Residential & Low Rise Building CPC40110 Certificate IV in Building and Construction (Building) Contract Administration CPC40208 Certificate IV in Building and Construction (Contract Administration) Site Management CPC40508 Certificate IV in Building and Construction (Site Management) Estimating CPC40308 Certificate IV in Building and Construction (Estimating)				Bunbury & South West	Please contact HIA Training Services on 08 9492 9200 for more information regarding available class schedules and enrolment induction dates.

*In addition to the face-to-face attendance duration listed above, courses also require considerable self-directed learning, research, project work and assessment tasks for successful completion.

NATIONALLY RECOGNISED TRAINING – SHORT COURSES

Course Title	Face-to-face Duration	Course Fee GST EXEMPT		Course Locations	Dates & Times (Subject to Change)	
		Member	Non member			
Codes for Medium Rise Construction <ul style="list-style-type: none"> CPCBC5001B Apply building codes and standards to the construction process for medium rise building projects Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy	42 hours (10 evenings & 1 day)	\$2,259	\$3,009	Osborne Park	8, 9, 13 (Saturday), 15, 16, 22, 23, 29 February, 1, 8, 14 March 5.00pm – 8.30pm	
	42 hours (6 days)				Bunbury	27, 28 April, 4, 5, 11, 12, 14 (Saturday), 18, 19, 25, 26 May 5.00pm – 8.30pm
Contract Management for Medium Rise Construction <ul style="list-style-type: none"> CPCBC5007B Administer the legal obligations of a building or construction contractor CPCBC5005A Select and manage building and construction contractors Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy	49 hours (12 evenings and 1 days)	\$2,654	\$3,534	Osborne Park	13, 14, 20, 21, 27, 28 January, 3, 4, 10, 11, 17, 18, 20 (Saturday) February 5.00pm – 8.30pm	
	49 hours (14 evenings)					3, 9, 10, 16, 17, 23, 24, 30, 31 May, 7, 13, 14, 20, 21 June 5.00pm – 8.30pm
	(12 evenings and 1 days)					1, 2, 8, 9, 15, 16, 22, 23, 29, 30 June, 2 (Saturday), 6, 7 July 5.00pm – 8.30pm

NATIONALLY RECOGNISED TRAINING – SHORT COURSES CONTINUED

Course Title	Face-to-face Duration	Course Fee GST EXEMPT		Course Locations	Dates & Times [Subject to Change]	
		Member	Non member			
Estimating & Tendering <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 qualifications listed at top of page 1: ✓ Residential & Low Rise Building ✓ Medium Rise Construction ✓ Estimating ✓ Contract Administration May be eligible for Construction Training Fund Subsidy</p>	21 hours (4 evenings and 1 day)	\$1,515	\$2,020	Osborne Park	16, 17, 23, 24, 30, 31 March 5.00pm – 8.30pm	
	21 hours (4 evenings and 1 day)				17, 23, 24, 30, 31 May, 7 June 5.00pm – 8.30pm	
	21 hours (3 days)			Bunbury	19, 20 (Saturday) February, 11 March 8.30am – 4.00pm	
Produce Ordering Schedules <ul style="list-style-type: none"> CPCBC4005A Produce labour and material schedules for ordering <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy</p>	21 hours (6 evenings)	\$1,170	\$1,542	Osborne Park	11, 12, 18, 19 January, 1, 2 February 5.00pm – 8.30pm	
	21 hours (3 Days)				Bunbury	6, 7, 13, 14, 20, 21 April 5.00pm – 8.30pm
						13, 14, 20, 21, 27, 28 June 5.00pm – 8.30pm
Project Management for Medium Rise Construction <ul style="list-style-type: none"> CPCBC5010B Manage construction work BSBPMG513 Manage project quality CPCBC5002A Monitor costing systems on medium rise building and construction projects <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy</p>	77 hours (20 evenings and 1 day)	\$4,154	\$5,534	Osborne Park	5, 9 (Saturday), 11, 12, 18, 19, 26 April, 2, 3, 9, 10, 16, 17, 23, 24, 30, 31 May, 7, 13, 14, 20 June 5.00pm – 8.30pm	
	(18 evenings and 2 days)					20, 21, 27, 28 April, 4, 5, 11, 12, 18, 19, 25, 26 May, 1, 2, 8, 9, 15, 16, 22, 23, 29, 30 June 5.00pm – 8.30pm
Project Planning for Medium Rise Construction <ul style="list-style-type: none"> CPCBC5003A Supervise the planning of on-site medium rise building or construction work BSBWHS503 Contribute to the systematic management of WHS risk BSBPMG517 Manage project risk <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy</p>	63 hours (15 evenings and 1 days)	\$3,440	\$4,592	Osborne Park	2, 6 (Saturday), 8, 9, 15, 16, 22, 23, 29 February, 1, 8, 14, 15, 21, 22 March, 4 April 5.00pm – 8.45pm	
	(14 evenings and 2 days)					24, 25, 27 (Saturday) February, 2, 3, 9, 10, 16, 17, 23, 24, 30, 31 March, 6, 7, 13, 14 April 5.00pm – 8.30pm
	(16 evenings and 1 days)					27, 28 June, 4, 5, 11, 12, 16 (Saturday), 18, 19, 25, 26 July, 1, 2, 8, 9, 13 (Saturday) August 5.00pm – 8.30pm
Residential Building Codes <ul style="list-style-type: none"> CPCBC4001A Apply building codes and standards to the construction process for low rise building projects <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction ✓ Residential & Low Rise Building ✓ Estimating ✓ Site Management May be eligible for Construction Training Fund Subsidy</p>	21 hours (4 evenings and 1 day)	\$1,170	\$1,542	Osborne Park	3, 4, 10, 11, 13 (Saturday) February 5.00pm – 8.30pm	
	(4 evenings and 1 day)					4, 5, 11, 12, 16 (Saturday) April 5.00pm – 8.30pm

NATIONALLY RECOGNISED TRAINING – SHORT COURSES CONTINUED

Course Title	Face-to-face Duration	Course Fee GST EXEMPT		Course Locations	Dates & Times (Subject to Change)
		Member	Non member		
Residential Building Contracts <ul style="list-style-type: none"> CPCBC4003A Select and prepare a construction contract <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy</p>	14 hours (2 evenings and 1 day)	\$795	\$1052	Osborne Park	17, 18, 20 (Saturday) February 5.00pm – 8.30pm
(2 evenings and 1 day)	18, 19, 23 (Saturday) April				
Residential Structures <ul style="list-style-type: none"> CPCBC4010B Apply structural principles to residential low rise constructions CPCBC4014A Prepare simple building sketches and drawings <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy</p>	21 hours (6 evenings)	\$1,170	\$1,542	Osborne Park	24, 25 February, 2, 3, 9, 10 March 5.00pm – 8.30pm
21 hours (3 days)	Bunbury			26 April, 2, 3, 9, 10, 16 May 5.00pm – 8.30pm	
Site Set Out <ul style="list-style-type: none"> CPCBC4018A Apply site surveys and set-out procedures to building and construction projects <p>Included in qualifications listed at top of page 1: ✓ Residential & Low Rise Building ✓ Medium Rise Construction (WA only) ✓ Site Management May be eligible for Construction Training Fund Subsidy</p>	21 hours (3 days)	\$1,170	\$1,542	Osborne Park	2, 9, 16 April 8.30am – 4.30pm
21 hours (3 days)	Bunbury			21, 28 May, 4 June 8.30am – 4.30pm	
Structures for Medium Rise Construction <ul style="list-style-type: none"> CPCBC5018A Apply structural principles to the construction of medium rise buildings <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy</p>	42 hours (10 evenings and 1 day)	\$2,259	\$3,009	Osborne Park	21, 22 March, 4, 5, 11, 12, 18, 19, 26, 30 (Saturday) April, 2 May 5.00pm – 8.30pm
Supervising Building Work <ul style="list-style-type: none"> CPCBC4007A Plan building or construction work CPCBC4008B Conduct on-site supervision of the building and construction project <p>Included in qualifications listed at top of page 1: ✓ Residential & Low Rise Building ✓ Site Management May be eligible for Construction Training Fund Subsidy</p>	14 hours (4 evenings)	\$754	\$858	Osborne Park	14, 15, 21, 22 March 5.00pm – 8.30pm
Sustainability Procedures <ul style="list-style-type: none"> CPCSUS5001A Develop workplace policies and procedures for sustainability <p>Included in qualifications listed at top of page 1: ✓ Medium Rise Construction May be eligible for Construction Training Fund Subsidy</p>	21 hours (3 days)	\$1,170	\$1,542	Osborne Park	11, 18, 25 June 7.30am – 3.30pm
(6 evenings)	21, 27, 28 June, 4, 5, 11 July 5.00pm – 8.30pm				
	6, 7, 13, 14, 20, 21 July 5.00pm – 8.30pm				

*In addition to the face-to-face attendance duration listed above, courses also require considerable self-directed learning, research, project work and assessment tasks for successful completion.

PROFESSIONAL DEVELOPMENT WORKSHOPS

Workshop Title	Face-to-face Duration	Workshop Fee INCLUDES GST		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
GreenSmart® Professional + HIA GreenSmart® Professional accreditation <i>May be eligible for Construction Training Fund Subsidy</i> 	14 hours (2 days)	\$1110 Includes licence fee	\$1325	Osborne Park	10, 11 March 8.00am – 4.00pm
				Bunbury	13, 14 April 8.00am – 4.00pm
Add another Greensmart program to your registration and receive 50% discount off the lesser course cost *conditions apply					
GreenSmart® Kitchen & Bathroom <i>May be eligible for Construction Training Fund Subsidy</i> 	7 hours (1 day)	\$625 Includes licence fee	\$725	Osborne Park	24 June 8.00am – 4.00pm
				Previous Greensmart Professional participants eligible for a discount off this course ask Training Services about this special offer **conditions apply	
Introduction to the Building Industry <i>May be eligible for Construction Training Fund Subsidy</i>	6 hours (1 day)	\$350	\$450	Osborne Park	10 February 8.00am – 3.30pm
				Bunbury	2 March 8.00am – 3.30pm
New Homes Sales Consultants <i>May be eligible for Construction Training Fund Subsidy</i>	30 hours (5 days)	\$1250	\$1550	Osborne Park	12, 14, 19, 21, 26 April 8.00am – 3.30pm
				Bunbury	31 March, 1, 2, 7, 8 April 8.00am – 3.30pm
Pre-start Consultants <i>May be eligible for Construction Training Fund Subsidy</i>	14 hours (2 days)	\$1110	\$1325	Osborne Park	8, 9 February 8.00am – 4.00pm
				9, 10 May 8.00am – 4.00pm	
				Bunbury	14, 15 March 8.00am – 4.00pm
Residential Design Codes <i>May be eligible for Construction Training Fund Subsidy</i>	4 hours	\$495	\$595	Osborne Park	5 May 8.00am – 12.00noon
Restricted Asbestos Removal Licence + License requirement + RAL001 + WorkSafe approved <i>May be eligible for Construction Training Fund Subsidy</i>	4 hours	\$350	\$460	Osborne Park	6 April 7.30am – 11.30am
				Bunbury	13 April 7.30am – 11.30am
Supervising Trades <i>May be eligible for Construction Training Fund Subsidy</i> Excellent workshop if considering to be a Site Supervisor	30 hours (10 nights)	\$1270	\$1550	Osborne Park	3, 4, 10, 11, 17, 18, 24, 25, February, 2, 3 March 5.00pm – 8.00pm
				16, 17, 23, 24, 30, 31 May, 7, 13, 14 June 5.00pm – 8.00pm	
Waterproofing Wall & Floor Tiling Systems	4 hours	\$325	\$375	Osborne Park	Expressions of interest Date to be advised 7.30am – 11.30am
Waterproofing – Wet Areas	4 hours	\$325	\$375	Osborne Park	14 March 7.30am – 11.30am
				15 June 7.30am – 11.30am	

PROFESSIONAL DEVELOPMENT WORKSHOPS CONTINUED

Workshop Title	Face-to-face Duration	Workshop Fee INCLUDES GST		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
Waterproofing – Wet Area Inspections and Defects	4 hours	\$325	\$375	Osborne Park	Expressions of interest Date to be advised 7.30am – 11.30am
Waterproofing External	4 hours	\$325	\$375	Osborne Park	Expressions of interest Date to be advised 7.30am – 11.30am
Timber Framing Code	7 hours	\$625	\$725	Osborne Park	26 February 7.30am – 11.30am

Notes

CTF Subsidy:

CTF stands for Construction Training Fund. The CTF provide funding for people currently employed in the Building and Construction Industry to undertake courses at a reduced rate. Once you have completed your training and received your certificate for the short course you may be eligible for a subsidy from the CTF. For further information or to download the application form please go to <https://bcitf.org/>

Conditions:

*registration for second workshop must accompany 1st registration and full payment is required for both registrations to receive discount

**statement of completion of Greensmart Professional required to be provided and full payment is required to receive discount



Registration form



IMPORTANT Please read the following before completing and sending in this form.

1. Please complete all relevant sections of this form in BLOCK LETTERS.
2. Please source a copy of the Participant 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 for a HIA training course, Code of Ethics, participant rights and responsibilities and more.
3. Where a course of study forms part of a licence, participants should be aware each State and Territory has specific requirements in regards to experience, skills, knowledge, and qualifications needed to gain a 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. 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: wa_training@hia.com.au FAX: 08 9492 9293

POSTAL ADDRESS:

HIA, PO Box 1494, OSBORNE PARK DC, WA 6916

SECTION 1: COURSE DETAILS

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: _____

Emergency contact: _____

Relationship: _____

Phone: _____

Mobile number: _____

Do you have any reading, writing, learning or access 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: _____

ACT Registrations The ACT Building and Construction Industry Training Fund Authority (TFA) is responsible for providing funding for the training of eligible workers in the ACT Building and Construction Industry. A worker is eligible for funding only if his/her company or organisation is substantially (at least 80%) engaged in carrying out work described in the "Schedule of Work" within the ACT.

Is your organisation engaged in carrying out at least 80% of its work within the ACT? Y / N

SECTION 3: PAYMENT

If you are registering your interest for nationally recognised training, you will be contacted and provided with additional Enrolment paperwork. The payment details you provide on this form will be processed after the additional paperwork has been completed and your enrolment can be confirmed by HIA.

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 Participant Handbook.
- I have read, understand and agree to the HIA's Terms and Conditions and Refund policy.
- I am adequately informed of the requirements and expectations of the course prior to registration.
- I have received and understand the information provided regarding entry requirements, including but not limited to literacy and numeracy requirements for this course and I believe I meet these requirements.
- The information I have provided is true and correct to the best of my knowledge.
- Should I provide incorrect information and documentation relating to my registration I understand that this may result in the cancellation of my course.
- I authorise HIA to release information regarding my registration 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.

individual support | local knowledge | national strength



HIA is here to help our members. For any issues affecting your business – call us first. We can help you over the phone, via the internet or fax, or if you prefer to speak to someone in person, drop into your local office.

Contact your local HIA office T: 1300 650 620
E: enquiry@hia.com.au or visit hia.com.au