



CALENDAR







OCTOBER 2011-JANUARY 2012



HIA training services

WESTERN AUSTRALIA

WVA

Workshop Title	Duration	Workshop Fee		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
Short Course					
Apply Principles of OHS Risk Management  <ul style="list-style-type: none"> BSBOHS504B Apply principles of OHS risk management <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p> <p>This course is delivered in partnership with Bluestone Training Pty Ltd RTO No. 51467</p>	7.5 hours (1 day)	\$165.00 CTF funded \$381.00 non funded	\$222.75 CTF funded \$514.35 non funded	Osborne Park	9 October 9:00am – 5:00pm 20 November 9:00am – 5:00pm
Apply Structural Principles  <ul style="list-style-type: none"> CPCBC4010B Apply structural principles to residential low rise constructions <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p>	15 hours (2 days)	\$210.00 CTF funded \$472.00 non funded	\$283.50 CTF funded \$637.20 non funded	Osborne Park	11 & 12 October 9:00am – 5:00pm
Building Codes  <ul style="list-style-type: none"> CPCBC4001A Apply building codes and standards to the construction process for low rise building projects <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p>	22.5 hours (3 days) 21 hours (6 nights)	\$290.00 CTF funded \$522.00 non funded	\$391.50 CTF funded \$745.20 non funded	Osborne Park	14, 15 & 16 November 9:00am – 5:00pm 16, 23, 30 January, 6, 13 & 20 February 4:30pm – 8:00pm
Building Contracts  <ul style="list-style-type: none"> CPCBC4003A Select and prepare a construction contract CPCBC4016A Administer a construction contract 	14 hours (2 days)	\$210.00 CTF funded \$546.00 non funded	\$283.50 CTF funded \$737.10 non funded	Osborne Park	24 & 25 October 9:00am – 4:30pm
Designing with Colour	6 hours (1 day)	\$130.00 CTF funded \$426.00 non funded	\$175.50 CTF funded \$575.10 non funded	Osborne Park Bunbury	19 October 8:30am – 3:00pm 18 November 8:30am – 3:00pm
Estimating & Scheduling  <ul style="list-style-type: none"> CPCBC4004A Identify and produce estimated costs for building and construction projects CPCBC4005A Produce labour and material schedules for ordering <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p>	32.5 hours (5 days)	\$600.00 CTF funded \$1,476.00 non funded	\$810.00 CTF funded \$1,992.60 non funded	Osborne Park	5, 6, 7, 8 & 9 December 8:30am – 3:30pm
GreenSmart® Professional + HIA GreenSmart® Professional accreditation 	15 hours (2 days)	\$260.00 CTF funded \$777.00 non funded	\$351.00 CTF funded \$1,048.95 non funded	Osborne Park	2 & 9 December 2 Consecutive Fridays 9:00am – 5:00pm 13 & 20 January 2 Consecutive Fridays 9:00am – 5:00pm

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Manage Project Risk  <ul style="list-style-type: none"> BSBPMG508A Manage Project Risk <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p> <p>This course is delivered in partnership with Bluestone Training Pty Ltd RTO No. 51467</p>	7.5 hours (1 day)	\$165.00 CTF funded \$477.00 non funded	\$222.75 CTF funded \$643.95 non funded	Osborne Park	9 October 9:00am – 5:00pm 20 November 9.00am – 5.00pm
Manage Project Quality  <ul style="list-style-type: none"> BSBPMG505A Manage Project Quality <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p> <p>This course is delivered in partnership with Bluestone Training Pty Ltd RTO No. 51467</p>	7.5 hours (1 day)	\$165.00 CTF funded \$477.00 non funded	\$222.75 CTF funded \$643.95 non funded	Osborne Park	16 October 9:00am – 5:00pm
New Homes Sales Consultants	32.5 hours (5 days)	\$550.00 CTF funded \$1,406.00 non funded	\$742.50 CTF funded \$1,898.10 non funded	Osborne Park	10, 11, 17, 18 & 24 November 9:00am – 4:00pm
OHS General Induction for Construction Work  <ul style="list-style-type: none"> CPCCOHS1001A Work Safely in the construction industry <p>+ 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</p> <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p>	4 hours (1/2 day)	\$60.00 CTF funded \$110.00 non funded	\$60.00 CTF funded \$110.00 non funded	Osborne Park	31 October 12:00pm – 4:00pm 11 November 12:00pm – 4:00pm 29 November 12:00pm – 4:00pm 24 January 12:00pm – 4:00pm
Pre Start Consultants	14 hours (2 days)	\$300.00 CTF funded \$748.00 non funded	\$405.00 CTF funded \$1,009.80 non funded	Osborne Park	20 & 21 October 9:00am – 4:30pm
Preparing Contracts  <ul style="list-style-type: none"> CPCCBC4003A Select and prepare a construction contract <p>You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.</p>	7 hours (1 day)	\$110.00 CTF funded \$350.00 non funded	\$148.50 CTF funded \$472.50 non funded	Osborne Park	29 November 9.00am – 4.30pm 25 January 9.00am – 4.30pm
Residential Design Codes	4 hours (1/2 day)	\$90.00 CTF funded \$298.00 non funded	\$112.50 CTF funded \$402.30 non funded	Osborne Park	23 November 9:00am – 1:00pm

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		Member	Non member		
Short Course					
Restricted Asbestos Removal Licence Training + RAL001 + licence requirement	4 hours (1/2 day)	\$75.00 CTF funded	\$101.25 CTF funded	Osborne Park	18 October 12:00pm – 4:00pm
		\$347.00 non funded	\$468.45 non funded	Karratha	11 October 12:00pm – 4:00pm
Site Set Out  <ul style="list-style-type: none"> CPCBC4018A Apply site surveys and set-out procedures to building and construction projects You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.	22.5 hours (3 days)	\$400.00 CTF funded	\$540.00 CTF funded	Osborne Park	15, 22 & 29 October 3 Consecutive Saturdays 9:00am – 5:00pm
		\$1,179.00 non funded	\$1,591.65 non funded		12, 19 & 26 November 3 Consecutive Saturdays 9:00am – 5:00pm
Smart Wired Housing	2 hours	\$30.00 CTF funded	\$40.50 CTF funded	Osborne Park	19 October 3:15pm – 5:15pm
Simple Building Sketches & Drawings  <ul style="list-style-type: none"> CPCBC4014A Prepare simple building sketches and drawings You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.	8 hours (1 day)	\$120.00 CTF funded	\$162.00 CTF funded	Osborne Park	30 November 8:30am – 5:00pm
		\$375.00 non funded	\$481.95 non funded		19 January 8:30am – 5:00pm
Supervising Trades	30 hours (10 nights)	\$300.00 CTF funded	\$405.00 CTF funded	Osborne Park	10, 17, 24, 31 October, 7, 14, 21, 30 November, 7 & 12 December 5:30pm – 8:30pm
		\$871.00 non funded	\$1,175.85 non funded		23, 30 January, 6, 13, 20, 27 February, 7, 14, 19 & 26 March 5:30pm – 8:30pm
Tender Documentation  <ul style="list-style-type: none"> CPCBC4013A Prepare and evaluate tender documentation You can use this Statement of Attainment as credit towards the prescribed Builders Registration Pathway as set by the Builders Registration Board of WA.	7.5 hours (1 day)	\$120.00 CTF funded	\$162.00 CTF funded	Osborne Park	1 December 9:00am – 5:00pm
		\$325.00 non funded	\$438.75 non funded		20 January 9:00am – 5:00pm
Waste Management *government funded – no charge applies for attendance	4 hours (1/2 day)	\$0.00*	\$0.00*	Osborne Park	31 October 4:30pm – 8:30pm

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

The Construction Training Fund (CTF) subsidises up to 80% of course fees for those people who qualify for the CTF Training Levy Subsidy. Please contact HIA to check your eligibility.



NEW HIA COURSES 2012

REGISTER YOUR INTEREST TODAY... CALL US ON 9492 9200

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Short Course					
Building Applications and Approvals  <ul style="list-style-type: none"> • CPCCBC4026A Arrange building applications and approvals 	14 hours (2 days)	\$31.00 CTF funded \$472.00 non funded	\$189.00 CTF funded \$630.00 non funded	Osborne Park	TBA
Supervising Building Work  <ul style="list-style-type: none"> • CPCCBC4007A Planning building or construction work • CPCCBC4008B Conduct onsite supervision of the building and construction project 	14 hours (2 days)	\$189.00 CTF funded \$546.00 non funded	\$373.00 CTF funded \$730.00 non funded	Osborne Park	TBA
Planning Your Business  <ul style="list-style-type: none"> • BSBSMB404A Undertake small business planning 	7 hours (1 day)	\$105.00 CTF funded \$350.00 non funded	\$225.00 CTF funded \$470.00 non funded	Osborne Park	15 March 9:00am – 4:30pm
Managing your Finances  <ul style="list-style-type: none"> • BSBSMB406A Manage small business finances 	14 hours (2 days)	\$31.00 CTF funded \$350.00 non funded	\$189.00 CTF funded \$630.00 non funded	Osborne Park	TBA
Resolving Business Disputes  <ul style="list-style-type: none"> • CPCCBC4024A Resolving business disputes 	7 hours (1 day)	\$87.00 CTF funded \$380.00 non funded	\$207.00 CTF funded \$470.00 non funded	Osborne Park	7 March 9:00am – 4:30pm
Business Skills for Trade Contactors	7 hours (1 day)	\$135.00 CTF funded \$380.00 non funded	\$260.00 CTF funded \$505.00 non funded	Osborne Park	21 February 9:00am – 4:30pm
Monitoring Your Cash Flow	3 hours	\$124.00 CTF funded \$298.00 non funded	\$226.00 CTF funded \$400.00 non funded	Osborne Park	TBA

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).

RETURN COMPLETED FORM TO:

EMAIL: wa_training@hia.com.au

FAX: 08 9443 3424

POSTAL ADDRESS: PO Box 1494, Osborne Park DC,
Osborne Park WA 6916

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.