MASTER TRAIN
CALENDAR 2016
TRAIN WITH THE INDUSTRY MASTERS

TRAINING COURSES FOR THE BUILDING
AND CONSTRUCTION INDUSTRY

MASTER BUILDERS
SOUTH AUSTRALIA
JOIN MASTER BUILDERS SA AND BUILD YOUR BUSINESS

Aligning your business with Master Builders SA displays professionalism, demonstrates your commitment to quality and underpins your industry credibility. Build your business with a vast range of member benefits.

REFERRAL SERVICE
Master Builders SA’s online referral service at SA Building Directory, connects our members with consumers who are looking to build, renovate or get an odd job done.

BUILDING EXCELLENCE AWARDS
The annual Master Builders Excellence Awards showcases and awards excellence in construction in both the residential and commercial building sectors. Taking part demonstrates your commitment to quality workmanship; winning an award provides endless marketing and branding opportunities.

BUILDING IDEAS
Master Builders SA’s flagship television program, Building Ideas screens on Channel 9. Members are offered sponsorship and advertising opportunities to promote their business within the program at competitive rates.

SA BUILDER
SA Builder is a popular bi-monthly magazine that delivers current and relevant information regarding the building and construction industry to over 2,500 subscribers. Members receive a free subscription and are offered competitive discounted advertising rates and promotional opportunities.

SOCIAL & NETWORKING EVENTS
We provide our members with opportunities to network with industry colleagues and stakeholders via a variety of member events throughout the year, including Cox Plate Race Day and the Member Christmas Party.

TRAINING
Members receive discounted prices on a range of industry training courses and qualifications, including IT, WHS, White Card, Licensing and much more.

EXCLUSIVE MEMBER DISCOUNTS
Our Frequent Values program provides a range of significant savings and members also enjoy great deals on phones, fuel, and accommodation.

APPRENTICESHIPS
Host a Master Builders SA Apprentice and benefit from competitive charge out rates, long or short term placements and no lock in contracts. We manage wages, allowances, annual leave, RDO’s, superannuation and much more.

MASTER BUILDERS AUSTRALIA INSURANCE SERVICES (MBAIS)
Members now have direct access through MBA SA to Master Builders Australia’s leading national insurance broking business, MBA Insurance Services (MBAIS), currently representing the interests of over 8,000 members nationally. Profits made by MBAIS are injected directly back into the building and construction industry.

CONTRACTS
Receive discounted rates on a wide range of building contracts and documents including domestic building contracts, commercial building contracts, specifications and schedules.

TECHNICAL & PLANNING & ENVIRONMENTAL ADVICE
We provide our members with current information and advice on a broad range of technical, planning and environmental matters including the Development Act, National Construction Code (NCC), Building Code of Australia (BCA), Australian Standards, State and Federal Legislation, new products and current on-site practises.

MBA TOOLBOX
Exclusive access to Toolbox via the MBA SA website, providing relevant and current industry news including rates of pay, updates and member alerts, weekly tenderfield reports, commercial building projects, computer-based chemicals management and data systems.

SQE
Our experienced and qualified Safety, Quality and Environmental team provide high level advice and assistance to members to help comply with complex legislation requirements. We also assist our members in the return to work of injured workers.

MBA SA LEGAL
MBA SA Legal is an independent legal practice established in April 2015 to provide expert advice and representation for members at heavily subsidised rates.

To find out more about becoming a member, contact our Member Services Team on 08 8211 7466 or email membership@mbasa.com.au.
2015 was a challenging year for the South Australian training industry. Cuts to government funding Skills for All for independent training providers placed added pressure on an already stressed market.

However, the stability and strength of the Master Builders SA brand meant we were able to weather the storm and continue to provide our members and the industry with the highest level of training products and services.

We are pleased to offer our members three new courses in 2016:

- BSB42015 Certificate IV in Leadership & Management;
- BSB51915 Diploma of Leadership & Management;
- Property Development – A Practical Introduction.

Leadership & Management is a new qualification to the Business Services training package with similar themes to the previous Frontline Management and Management qualifications. Property Development is suitable for industry members who are new to property development, working for or intending to become a private property developer, are wanting to mitigate the risks and increase property development opportunities and industry members who are enterprising builders looking to improve project outcomes.

We continue to invest in training at Master Builders SA with a fresh new 12-month training calendar and the commencement of a training promotional digital and radio campaign.

We are consistently exploring new opportunities to improve our services and have some exciting new developments being introduced in 2016.

Thank you for your ongoing support of the Association and we look forward to continuing to assist you with your training needs.

Yours sincerely,

David Thompson
Director, Education & Training
Master Builders SA
## Full Qualification Intake
- BSB41415 Certificate IV in Work Health & Safety
- BSB42015 Certificate IV in Leadership & Management
- BSB51915 Diploma of Leadership & Management
- CPC40110 Certificate IV in Building & Construction (Building)
- CPC40508 Certificate IV in Building & Construction (Site Management)
- CPC40308 Certificate IV in Building & Construction (Estimating)
- CPC50210 Diploma of Building & Construction (Building)
- CPC50308 Diploma of Building & Construction (Management)

## Licensing Courses
- Licensing and Registration Requirements
- Building Technology - Low Rise
- Read & Interpret Plans & Specifications
- Structural Principles
- Fast Track
- Estimating & Stock Control
- Contracts & Legal Obligations
- Manage Work Health & Safety
- Supervision & Site Administration
- Green Living
- Manage Project Work
- Promote Team Effectiveness
- Produce Simple Drawings & Sketches Using CAD
- Simplified Tendering Using Technology
- Commercial Estimating
- Construction Contracts for Estimators
- Risk Management for Estimators
- WHS Risk Management
- Apply Building Codes & Standards
- Building Construction Management
- Contracts & Disputes Management
- Structural Applications
- Human Resources Management
- Financial Management of Building Projects
- Construction Management
- Sustainable Construction
- Self Management
- Client Management
- Project Cost – Medium Rise

## Managing Your Business
- BSB42015 Certificate IV in Leadership & Management
- BSB51915 Diploma of Leadership & Management
- Supervisor Training

## Desktop Training
- Microsoft Excel 2010 Introduction
- Microsoft Excel 2010 Intermediate
- Microsoft Excel 2010 Advanced
- Microsoft Excel 2013 Introduction
- Microsoft Excel 2013 Intermediate
- Microsoft Excel 2013 Advanced
- Microsoft Project 2010 Introduction
- Microsoft Project 2010 Intermediate
- Microsoft Project 2010 Advanced
- Microsoft Project 2013 Introduction
- Microsoft Project 2013 Intermediate
- Microsoft Project 2013 Advanced

## Work Health & Safety Courses
- BSB41415 Certificate IV in Work Health & Safety
- White Card
- White Card Refresher
- Safely Working at Heights
- Safely Working at Heights Refresher
- Safe Work Method Statements (SWMS)
- Safety Supervisor
- Safety Supervisor Refresher
- Electrical Power Tool Testing & Tagging
- Provide First Aid
- Asbestos Awareness

## Technical Courses
- Timber Framing Code
- Wet Area Water Proofing - Internal
- Roof Trusses
- Building Inspections and Report Writing
- Interview Preparation for Licensing
- Property Development

## On Demand Courses
- Training Room Hire
- Resources and Contacts
- Our Enrolment Policy
- CITB funding eligibility
- 2016 Training Course Enrolment Form
- Work Placement Policy
- MBA SA Student Work Placement Agreement
- Unique Student Identifier (USI)
FULL QUALIFICATION INTAKE

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BSB42015 Certificate IV in Leadership and Management 7
BSB51915 Diploma of Leadership and Management 8
CPC40110 Certificate IV in Building & Construction (Building) 9
CPC40508 Certificate IV in Building & Construction (Site Management) 10
CPC40308 Certificate IV in Building & Construction (Estimating) 11
CPC50210 Diploma of Building & Construction (Building) 12
CPC50308 Diploma of Building & Construction (Management) 13
This qualification is suitable for people working in a Work Health and Safety (WHS) role who may or may not work under supervision. They may provide leadership and guidance to others and have some limited responsibility for the output of others.

It reflects the role of workers who apply a broad knowledge base and well-developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

**OCCUPATIONAL TITLES MAY INCLUDE**
- Health and Safety Representative
- Health and Safety Committee Member
- Health and Safety Assistant
- Safety Supervisor

**COURSE MODULES**
- BSBWH502 Assist with compliance with WHS laws
- BSBWH503 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWH504 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWH505 Contribute to implementing and maintaining WHS management systems
- BSBWH506 Assist with responding to incidents
- BSBWH507 Assist with claims management, rehabilitation and return-to-work programs
- BSBWH508 Assist with effective WHS management of contractors
- BSBWH509 Assist with workplace monitoring processes
- BSBWH510 Contribute to work-related health and safety measures and initiatives
- PUAWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the unit/s of competency achieved.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript for BSB41415 Certificate IV in Work Health & Safety.

**PREREQUISITES**
You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

**PATHWAYS FROM THIS QUALIFICATION**
After achieving this qualification candidates may undertake:
- BSB51315 Diploma of Work Health and Safety

**COURSE ASSESSMENT REQUIREMENTS**
Please contact the Master Builders Training Department for information on

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 56hrs face to face contact time (excluding breaks) + 112hrs suggested external reading & assignments + 56hrs minimum work placement required (see policy on page 70)

**VENUE:** Master Builders Association

**INVESTMENT:**

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Their contribution is part funding for modules within the qualification

**INCLUDES:**
- Tea & coffee, Course materials
- Morning tea & light lunch

**DELIVERY:** 8.30am – 4.00pm, Eight sessions
- 03/02/16 - 30/03/16
- 09/05/16 - 11/07/16
- 06/09/16 - 01/11/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This qualification is suitable for people who are working as developing and emerging leaders and managers from a range of enterprise and industry contexts. Participants would already be assuming responsibility for their own individual performance within their working environment and hold some level of responsibility for organising and monitoring the output of a team.

This qualification aims to provide specialist skills and knowledge in areas such as leading teams, analysing and evaluating information, using effective communication techniques, planning and managing projects in the workplace, improving client relationships and customer service and managing small business finances.

**OCCUPATIONAL TITLES MAY INCLUDE**
- Coordinator
- Leading Hand
- Supervisor
- Team Leader

**COURSE MODULES**

**Individual leadership**
- BSBBLDR401 Communicate effectively as a workplace leader

**People Management**
- BSBBLDR402 Lead effective workplace relationships
- BSBBLDR403 Lead team effectiveness

**Client Management**
- BSBREL402 Build client relationships and business networks
- BSBCUS401 Coordinate implementation of customer service strategies

**Safety Management**
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBRSK401 Identify risk and apply risk management processes

**Business Management**
- BSBMGT402 Implement operational plan
- BSBWOR404 Develop work priorities
- BSBMGT401 Show leadership in the workplace

**Financial Management**
- BSBSMB406 Manage small business finances

**Presentation skills for Managers**
- BSBCOMM401 Make a presentation

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the unit/s of competency achieved.

**PRE-REQUISITES**

You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

**PATHWAYS FROM THIS QUALIFICATION**

After achieving this qualification candidates may undertake:
- BSB51915 Diploma of Leadership & Management

**COURSE ASSESSMENT REQUIREMENTS**

Please contact the Master Builders Training Department for information on course content including assessment requirements.

**PRESENTATION:**
- RTO 0646 Master Builders Association

**DURATION:**
- 70hrs face to face contact time (excluding breaks)
- + 140hrs suggested external reading & assignments
- + 70hrs minimum work placement requirement (see policy on page 70)

**VENUE:**
- Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

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**INCLUDES:**
- Tea & coffee
- Course materials
- Morning tea & light lunch

**DELIVERY:**
- 9.00am – 4.30pm, 10 sessions
- 02/03/16 – 04/05/16
- 10/10/16 – 12/12/16

**CONTACT:**
For further information including enrolment please contact the Master Builders Training Department on 8211 7466

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This qualification is suitable for people who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Participants already display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They also use communication skills to support individuals and teams to meet organisational or enterprise requirements.

This qualification aims to provide specialist skills and knowledge in areas such as managing operations, workplace relations, emotional intelligence, budgets and finance, client strategies and risk mitigation and safe workplaces.

OCCUPATIONAL TITLES MAY INCLUDE

• Business/Company Managers
• Project Managers
• Site Managers
• Supervisors
• Team Leaders

COURSE MODULES

• BSBBLDR501 Develop and use emotional intelligence
• BSBMGT517 Manage operational plan
• BSBBLDR502 Lead and manage effective workplace relationships
• BSBWOR502 Lead and manage team effectiveness
• BSBCUS501 Manage quality customer service
• BSBFIM501 Manage budgets and financial plans
• BSBHRM405 Support the recruitment, selection and induction staff
• BSBPMG522 Undertake project work
• BSBRSK501 Manage risk
• BSBWHS501 Ensure a safe workplace
• BSBWOR501 Manage personal work priorities and professional development
• BSBHRM512 Develop and manage performance-management processes

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the unit/s of competency achieved.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript BSB51915 Diploma of Leadership & Management.

PRE-REQUISITES

You must have completed a Certificate IV in Leadership and Management or equivalent prior to undertaking this course. You will be required to present your Award and Academic Transcript upon enrolment.

You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

PATHWAYS FROM THIS QUALIFICATION

After achieving this qualification candidates may undertake:

• BSB61015 Advanced Diploma of Leadership & Management
• Bachelor of Business

COURSE ASSESSMENT REQUIREMENTS

Please contact the Master Builders Training Department for information on course content including assessment requirements.

PRESENTATION: RTO 0646 Master Builders Association

DURATION: 90hrs face to face contact time
(excluding breaks)
+ 270hrs suggested external reading & assignments
+ 90hrs minimum work placement requirement (see policy on page 70)

VENUE: Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

MBA Member:
CITB eligible $3,500.00
CITB ineligible $3,500.00
Recognition of Prior Learning $1,750.00

MBA Non Member:
CITB eligible $4,375.00
CITB ineligible $4,375.00
Recognition of Prior Learning $2,187.50

INCLUDES:
Tea & coffee
Course materials
Morning tea & light lunch

DELIVERY: 9.00am – 4.30pm, 12 sessions
• 07/07/16 – 22/09/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
FULL QUALIFICATION INTAKE
CPC40110 CERTIFICATE IV IN BUILDING & CONSTRUCTION (BUILDING)

This program is recognised by Consumer & Business Services (formerly OCBA) as a qualification that satisfies the training requirements for a Building Work Contractor’s Licence and/or Building Work Supervisor’s Registration. For a summary of the full requirements for training, based on your licensing or registration needs, please refer to the Licensing and Registration requirements flowchart on page 16.

This qualification covers building theory and practical activities related to low-rise buildings.

As you complete each module, you will develop specialist skills and knowledge in areas such as interpretation of the Building Code of Australia and related standards, quantities take-off, estimating, scheduling, construction technology, Work Health & Safety, site supervision, cost control and business management.

Assessment tasks range from work-related activities through to structured research projects and written questions.

OCCUPATIONAL TITLES MAY INCLUDE
• Builder
• Construction Manager

COURSE MODULES
• Building Technology - Low Rise       Page 18
• Read & Interpret Plans & Specifications Page 18
• Structural Principles                  Page 19
• Fast Track                               Page 20
• Contracts & Legal Obligations            Page 21
• Estimating & Stock Control               Page 21
• Supervision & Site Administration        Page 22
• Manage Work Health & Safety               Page 22
• Green Living                              Page 23

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the nationally recognised unit/s of competency completed.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript for CPC40110 Certificate IV in Building and Construction (Building).

PREREQUISITE
You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Completion of the general induction training program (White Card) is required before entering a construction work site.

Please see the individual modules for additional prerequisite requirements.

PRESENTER: RTO 0646 Master Builders Association
DURATION: 165hrs face to face contact time (excluding breaks) + 330hrs suggested external reading & assignments + 165hrs minimum work placement requirement (see policy on page 70)

VENUE: Master Builders Association Level 1, 47 South Terrace, Adelaide

INVESTMENT:
MBA Member: CITB eligible $3,485.00 CITB ineligible $6,215.00
MBA Non Member: CITB eligible $4,960.00 CITB ineligible $7,690.00

INDUSTRY FUND SUPPORT
MBA Member $POA MBA Non Member $POA

Support funding for this qualification may be available through industry based funding initiatives and the cost to individuals may vary depending on eligibility. MBA membership officers can advise individuals on application.

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

FINAL COMPLETION
This course can be completed module by module but if you choose this option a fee of $150 will apply when requesting the Award to be issued.

PATHWAYS FROM THIS QUALIFICATION
After achieving this qualification candidates may undertake:
• CPC50210 Diploma of Building & Construction (Building)
• CPC50308 Diploma of Building & Construction (Management)

COURSE ASSESSMENT REQUIREMENTS
Please contact the Master Builders Training Department for information on course content including assessment requirements.
FULL QUALIFICATION INTAKE
CPC40508 CERTIFICATE IV IN BUILDING & CONSTRUCTION (SITE MANAGEMENT)

This program is recognised by Consumer & Business Services (formerly OCBA) as a qualification that satisfies the training requirements for a Building Work Contractor’s Licence and/or Building Work Supervisor’s Registration. For a summary of the full requirements for training, based on your licensing or registration needs, please refer to the Licensing and Registration requirements flowchart on page 16.

This qualification covers building theory and practical activities related to low rise buildings. As you complete each module, you will develop specialist skills and knowledge in areas such as project management, sustainable building practices, site communication, interpreting plans and specifications, interpretation of the Building Code of Australia and related standards, scheduling, construction technology, Work Health & Safety and site supervision.

Assessment tasks range from work-related activities through to structured research projects and written questions.

OCCUPATIONAL TITLES MAY INCLUDE
- Building Site Manager
- Building Site Supervisor

COURSE MODULES
- Building Technology - Low Rise
- Read & Interpret Plans & Specifications
- Structural Principles
- Contracts & Legal Obligations
- Supervision & Site Administration
- Manage Work Health & Safety
- Green Living
- Manage Project Work
- Promote Team Effectiveness
- Produce Simple Drawings & Sketches Using CAD

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the nationally recognised unit/s of competency completed.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript for CPC40508 Certificate IV in Building and Construction (Site Management).

PREREQUISITE
You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Completion of the general induction training program (White Card) is required before entering a construction work site.

Please see the individual modules for additional prerequisite requirements.

PRESENTER: RTO 0646 Master Builders Association
DURATION: 164hrs face to face contact time (excluding breaks) + 328hrs suggested external reading & assignments + 164hrs minimum work placement requirement (see policy on page 70)

VENUE: Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT:
- MBA Member:
  - CITB eligible: $3,610.00
  - CITB ineligible: $6,030.00
- MBA Non Member:
  - CITB eligible: $5,120.00
  - CITB ineligible: $7,540.00
- INDUSTRY FUNDED SUPPORT:
  - MBA Member: $POA
  - MBA Non Member: $POA

Support funding for this qualification may be available through industry based funding initiatives and the cost to individuals may vary depending on eligibility. MBA membership officers can advise individuals on application.

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

FINAL COMPLETION
This course can be completed module by module but if you choose this option a fee of $150 will apply when requesting the Award to be issued.

PATHWAYS FROM THIS QUALIFICATION
After achieving this qualification candidates may undertake:
- CPC50308 Diploma of Building & Construction (Management)
- CPC50210 Diploma of Building & Construction (Building)

COURSE ASSESSMENT INFORMATION
Please contact the Master Builders Training Department for information on course content including assessment requirements.
FULL QUALIFICATION INTAKE
CPC40308 CERTIFICATE IV IN BUILDING & CONSTRUCTION (ESTIMATING)

This qualification covers building theory and practical activities related to low rise buildings. As you complete each module, you will develop specialist skills and knowledge in areas such as project management, sustainable building practices, site communication, interpreting plans and specifications, interpretation of the Building Code of Australia and related standards, scheduling, and construction technology.

Assessment tasks range from work-related activities through to structured research projects and written questions.

OCCUPATIONAL TITLES MAY INCLUDE
- Building Estimator
- Building Scheduler

COURSE MODULES
- Building Technology - Low Rise
- Read & Interpret Plans & Specifications
- Structural Principles
- Estimating & Stock Control
- Promote Team Effectiveness
- Commercial Estimating
- Construction Contracts for Estimators
- Risk Management for Estimators

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the nationally recognised unit/s of competency completed.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript for CPC40308 Certificate IV in Building and Construction (Estimating).

PREREQUISITE
You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Completion of the general induction training program (White Card) is required before entering a construction work site.

Please see the individual modules for additional prerequisite requirements.

PRESENTER: RTO 0646 Master Builders Association
DURATION: 142hrs face to face contact time (excluding breaks) + 284hrs suggested external reading & assignments + 142hrs minimum work placement requirement (see policy on page 70)
VENUE: Master Builders Association

INVESTMENT:

| MBA Member          | CITB eligible | $3,360.00 |
| MBA Non Member      | CITB eligible | $4,645.00 |
|                     | CITB ineligible | $6,825.00 |

Support funding for this qualification may be available through industry based funding initiatives and the cost to individuals may vary depending on eligibility. MBA membership officers can advise individuals on application.

FINAL COMPLETION OF MODULES/COURSE
This course can be completed module by module but if you choose this option a fee of $150 will apply when requesting the Award to be issued.

PATHWAYS FROM THIS QUALIFICATION
After achieving this qualification candidates may undertake:
- CPC50210 Diploma of Building & Construction (Building)
- CPC50308 Diploma of Building & Construction (Management)

COURSE ASSESSMENT INFORMATION
Please contact the Master Builders Training Department for information on course content including assessment requirements.
This qualification is designed to meet the needs of builders and managers of medium to large-sized building businesses. It is suitable for those who may be currently working in the industry and wish to obtain formal qualifications that covers building theory and practical activities related to medium-rise buildings. The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attain this qualification may be required.

The modules aim to provide specialist skills and knowledge in areas such as:
- Building Code of Australia and related Australian Standards
- Structural principles of medium rise buildings
- Supervision and management of construction work
- Tender documentation
- Costings for medium rise constructions
- Legal obligations for building and construction contracts
- Business disputes

**OCCUPATIONAL TITLES MAY INCLUDE**
- Project Manager
- Construction Manager

**COURSE MODULES**

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The following six units are compulsory core units in this Diploma and are normally delivered under a Certificate IV in Building & Construction:

- CPC NBC 4001A Apply building codes and standards to the construction process for low rise building projects
- CPC NBC 4003A Select and prepare a construction contract
- CPC NBC 4004A Identify and produce estimated costs for building and construction projects
- CPC NBC 4010B Apply structural principles to residential low rise constructions
- CPC NBC 4012B Read & interpret plans & specifications
- CPC NBC 4013A Prepare and evaluate tender documentation

These units are assumed knowledge and will not be delivered under this Diploma. If students have not completed any of the six listed above they can complete them via Recognition of Prior Learning (RPL) or face-to-face gap training. Please contact the Master Builders Training Department for information on this process.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the nationally recognised unit/s of competency completed.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award for CPC50210 Diploma of Building and Construction (Building).

**PRE REQUISITES**

You must have completed a Certificate IV in Building & Construction prior to commencing this Diploma. You will be required to present your Award and Academic Transcript upon enrolment.

You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Completion of the general induction training program (White Card) is required before entering a construction work site. Please see the individual modules for additional prerequisite requirements.

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

<table>
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<th>CITB eligible</th>
<th>$7,955.00</th>
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<tr>
<td></td>
<td>CITB ineligible</td>
<td>$9,575.00</td>
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**INDUSTRY SUPPORT**

MBA Member $POA
MBA Non Member $POA

Support funding for this qualification may be available through industry based funding initiatives and the cost to individuals may vary depending on eligibility. MBA membership officers can advise individuals on application.

**CONTACT:**

For further information including enrolment please contact the Master Builders Training Department on 8211 7466

**FINAL COMPLETION OF MODULES/COURSE**

This course can be completed module by module but if you choose this option a fee of $150 will apply when requesting the Award to be issued and evidence of your successful completion of a Certificate IV in Building & Construction is required.

**PATHWAYS FROM THIS QUALIFICATION**

After achieving this qualification candidates may undertake:
- CPC60212 Advanced Diploma of Building and Construction (Management)
- Bachelor of Construction Management

**COURSE ASSESSMENT INFORMATION**

Please contact the Master Builders Training Department for information on course content including assessment requirements.
This qualification is designed to meet the needs of senior managers of medium to large-sized building businesses. It is suitable for those who may be currently working in the industry and wish to obtain a formal qualification and covers building theory and practical activities related to medium-rise buildings.

The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attain this qualification may be required.

The modules aim to provide specialist skills and knowledge in areas such as:

- Budgets and finances
- Recruit, select and induct staff
- Operational plans
- Team effectiveness
- Building Code of Australia and related Australian Standards
- Costings for medium rise constructions
- Work Health & Safety
- Customer service
- Personal and professional development.

**OCCUPATIONAL TITLES MAY INCLUDE**

- Project Manager
- Construction Manager
- Estimating Manager
- Sales Manager

**COURSE MODULES**

- WHS Risk Management  
- Human Resources Management  
- Financial Management of Building Projects  
- Construction Management  
- Sustainable Construction  
- Self management  
- Client management

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the nationally recognised unit/s of competency completed.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript for CPC50308 Diploma of Building and Construction (Management).

**PRE REQUISITES**

You must have completed a Certificate IV in Building & Construction prior to commencing this Diploma. You will be required to present your Award and Academic Transcript upon enrolment.

You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment. You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Completion of the general induction training program (White Card) is required before entering a construction work site.

Please see the individual modules for additional prerequisite requirements.

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 143hrs face to face contact time (excluding breaks) + 429hrs suggested external reading & assignments + 143hrs minimum work placement requirement (see policy on page 70)

**VENUE:** Master Builders Association  
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

- MBA Member: CITB eligible $6,405.00  
- MBA Non Member: CITB eligible $7,765.00  
- MBA Member: CITB ineligible $7,765.00  
- MBA Non Member: CITB ineligible $7,765.00

**INDUSTRY FUNDED SUPPORT**

- MBA Member: $POA  
- MBA Non Member: $POA

Support funding for this qualification may be available through industry based funding initiatives and the cost to individuals may vary depending on eligibility. MBA membership officers can advise individuals on application.

**FINAL COMPLETION OF MODULES/COURSE**

This course can be completed module by module but if you choose this option a fee of $150 will apply when requesting the Award to be issued and evidence of your successful completion of a Certificate IV in Building & Construction is required.

**PATHWAYS FROM THIS QUALIFICATION**

After achieving this qualification candidates may undertake:

- CPC60212 Advanced Diploma of Building and Construction (Management)
- Bachelor of Construction Management

**COURSE ASSESSMENT INFORMATION**

Please contact the Master Builders Training Department for information on course content including assessment requirements.
Building Licences are required by law to ensure your business is operating legally. Without them, consumers have no obligation to pay you for work carried out.

The following licensing courses are recommended by Consumer & Business Services (formerly OCBA) to satisfy the training requirements needed for the variety of Building Licences you may need (see page 16 for licensing and registration obligatory requirements).

These courses will also help you should you wish to expand on areas of expertise and/or up skill for future responsibilities.

**Licensing Courses**

**CONTENTS**

- Licensing and Registration Requirements 16
- Building Technology - Low Rise 18
- Read & Interpret Plans & Specifications 18
- Structural Principles 19
- Fast Track 20
- Estimating & Stock Control 21
- Contracts & Legal Obligations 21
- Manage Work Health & Safety 22
- Supervision & Site Administration 22
- Green Living 23
- Manage Project Work 24
- Promote Team Effectiveness 24
- Produce Simple Drawings & Sketches Using CAD 25
- Simplified Tendering Using Technology 25
- Commercial Estimating 26
- Construction Contracts for Estimators 26
- Risk Management for Estimators 27
- WHS Risk Management 27
- Apply Building Codes & Standards 28
- Building Construction Management 29
- Contracts & Disputes Management 30
- Structural Applications 31
- Human Resources Management 32
- Financial Management Of Building Project 33
- Construction Management 33
- Sustainable Construction 34
- Self Management 34
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- Project Cost – Medium Rise 35
LICENSING AND REGISTRATION REQUIREMENTS

Use the flowcharts below to determine what Master Builders training you will need to undertake in order to satisfy the current requirements.

To apply for supervisor registration, you will also need to demonstrate experience in four residential, commercial or industrial construction projects or two projects for qualified carpenters and bricklayers.

**SUPERVISOR REGISTRATION**

Are you a trades person supervising only your own trade?  
NO

Are you supervising residential projects (class 1 & 10) to three storeys or commercial & industrial building work (class 2 to 9) to single storey?  
NO

Are you supervising residential, commercial or industrial construction (class 1 to 10) projects to three storeys?  
NO

Are you supervising residential, commercial or industrial construction (class 1 to 10) projects to unlimited storeys?  
YES

**CONTRACTORS LICENCE**

Either:  
Fast Track Course – (page 20) or  
CPC40110 Certificate IV in Building and Construction (Building) – (page 9)

No mandated additional training required  
Discuss professional development opportunities with training department staff

You will need either:  
CPC40508 Certificate IV in Building and Construction (Site Management) – (page 10) or  
CPC40110 Certificate IV in Building Construction (Building) – (page 9)

You will need either:  
CPC40508 Certificate IV in Building and Construction (Site Management) (page 10) plus additional Units or  
CPC40110 Certificate IV in Building Construction (Building) (page 9) plus additional Units

Additional Units:
- CPCCBC5001B Apply building codes and standards to the construction process for medium-rise building projects
- CPCCBC5003A Supervise the planning of on-site medium-rise building or construction work
- CPCCBC5018A Apply structural principles to the construction of medium-rise buildings

You will need either:  
CPC40508 Certificate IV in Building and Construction (Site Management) (page 10) plus additional Units or  
CPC40110 Certificate IV in Building Construction (Building) (page 9) plus additional Units

Additional Units:
- CPCCBC5001B Apply building codes and standards to the construction process for medium-rise building projects
- CPCCBC5003A Supervise the planning of on-site medium-rise building or construction work
- CPCCBC5008A Apply structural principles to the construction of medium-rise buildings
- CPCCBC6001B Apply building codes and standards to the construction process for large building projects
- CPCCBC6014A Apply structural principles to the construction of large, high-rise and complex buildings
SUPERVISING RESIDENTIAL, COMMERCIAL OR INDUSTRIAL TO THREE STOREYS (CLASS 1 TO 10)

CPCCBC5001B: Apply building codes and standards to the construction process for medium-rise building projects *
CPCCBC5003A: Supervise the planning of on-site medium-rise building or construction work *
CPCCBC5018A: Apply structural principles to the construction of medium-rise buildings *

SUPERVISING RESIDENTIAL, COMMERCIAL OR INDUSTRIAL TO UNLIMITED STOREYS (CLASS 1 TO 10)

CPCCBC5001B: Apply building codes and standards to the construction process for medium-rise building projects *
CPCCBC5003A: Supervise the planning of on-site medium-rise building or construction work *
CPCCBC5018A: Apply structural principles to the construction of medium-rise buildings *
CPCCBC6001B: Apply building codes and standards to the construction process for large building projects **
CPCCBC6014A: Apply structural principles to the construction of large, high-rise and complex buildings **

* These units belong to the CPC50210 Diploma of Building and Construction (Building).
** These units belong to the CPC60212 Advanced Diploma of Building and Construction (Management).

Interview preparation for obtaining your builder, site supervisor or contractor licence

Cost: $175 (GST Inc.)  Duration: 1 hour

Master Builders SA is providing assistance for people who are looking to obtain or upgrade their building licence. This assistance, which is provided by the Development and Technical Department, is aimed at up-skilling people in preparation for their licencing interview.

We facilitate a one-on-one meeting and present the customer with information relating to current day laws, construction techniques and general building issues. We also explain and offer sections of the Australian Standards relevant to their cause.

The one-on-one meetings are set in a relaxed environment where we get to understand the customer’s needs and point them in the right direction. Our meetings are designed to simulate what a customer may experience when sitting an interview but in a stress free location.

The meetings are held at Master Builders SA, 50 South Terrace Adelaide. Contact us to find out more or book a time on 08 8211 7466 or at devtech@mbasa.com.au.
BUILDING TECHNOLOGY - LOW RISE

This course is considered an ideal starting point for any of the Certificate IV Building & Construction qualifications. (*“Low Rise” licensing classification with reference to Class 1 and 10 Construction and Classes 2 to 9 with gross floor area not exceeding 2000m², not including Type A or Type B construction.*)

UNITS OF COMPETENCY
• CPCCBC4001A - Apply building codes and standards to the construction process for low-rise building projects

PREREQUISITE
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course. You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information. Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information. Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE
• Accessing and interpreting relevant codes and standard requirements
• Analysing and applying a range of solutions to a construction problem for compliance with the Building Code of Australia
• Applying fire protection requirements

PRESENTER: RTO 0646 Master Builders Association
DURATION: 12hrs face to face contact time + external reading & assignments
VENUE: Master Builders Association Level 1, 47 South Terrace, Adelaide

INVESTMENT:
MBA Member:
- CITB eligible $260.00
- CITB ineligible $490.00
- Recognition of Prior Learning $245.00
MBA Non Member:
- CITB eligible $365.00
- CITB ineligible $595.00
- Recognition of Prior Learning $297.50

INCLUDES:
- Tea & coffee, Course materials

DELIVERY: 5:30pm – 8:30pm, Four sessions
- 04/01/16 - 25/01/16 • 03/02/16 - 24/02/16
- 01/03/16 - 22/03/16 • 06/04/16 - 27/04/16
- 04/05/16 - 25/05/16 • 09/06/16 - 30/06/16
- 06/07/16 - 27/07/16 • 04/08/16 - 25/08/16
- 01/09/16 - 22/09/16 • 10/10/16 - 31/10/16
- 03/11/16 - 24/11/16 • 06/12/16 - 15/12/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

READ & INTERPRET PLANS & SPECIFICATIONS

This course will enable you to read and interpret building plans and documents for new construction, additions and alterations to residential buildings and to determine compliance with applicable codes and regulations.

UNITS OF COMPETENCY
• CPCCBC4012B - Read and interpret plans and specifications

PREREQUISITE
• Building Technology

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course. You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information. Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information. Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE
• Identifying types of drawings and their purpose
• Commonly used symbols and abbreviations
• Locating and identifying key features on a site plan and drawing
• Identifying non-structural aspects of the specifications

PRESENTER: RTO 0646 Master Builders Association
DURATION: 12hrs face to face contact time + external reading & assignments
VENUE: Master Builders Association Level 1, 47 South Terrace, Adelaide

INVESTMENT:
MBA Member:
- CITB eligible $260.00
- CITB ineligible $490.00
- Recognition of Prior Learning $245.00
MBA Non Member:
- CITB eligible $365.00
- CITB ineligible $595.00
- Recognition of Prior Learning $297.50

INCLUDES:
- Tea & coffee, Course materials

DELIVERY: 5:30pm – 8:30pm, Four sessions
- 04/01/16 - 25/01/16 • 03/02/16 - 24/02/16
- 07/03/16 - 11/04/16 • 07/04/16 - 28/04/16
- 05/05/16 - 26/05/16 • 01/06/16 - 22/06/16
- 04/07/16 - 25/07/16 • 03/08/16 - 24/08/16
- 01/09/16 - 22/09/16 • 05/10/16 - 26/10/16
- 07/11/16 - 28/11/16 • 07/12/16 - 14/12/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course covers the outcomes required to apply structural principles to the erection or demolition of low-rise residential and commercial structures using conventional methods. It addresses those structures classified by the Building Code of Australia as Class 1 and 10 and Class 2 to 9.

**UNITS OF COMPETENCY**
- CPCCBC4010B Apply structural principles to residential low-rise constructions
- CPCCBC4011B Apply structural principles to commercial low-rise constructions

**PREREQUISITE**
- Building Technology
- Read & Interpret Plans & Specifications

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Applying structural principles to the planning of the erection and/or demolition of a structure.
- Analysing and planning for the structural integrity of Class 1 and Class 10 buildings.
- Planning, coordinating and managing the laying of footings and the floor system.
- Planning, coordinating and managing the building of the structural and non-structural wall systems.
- Planning, coordinating and managing the building of the roof system and external wall cladding of the structure.
Fast Track is recognised by Consumer & Business Services (formerly OCBA) as a course that satisfies the training requirement for the Building Work Contractor’s Licence. It is an intensive course that will allow you to earn your qualification as quickly as possible.

**UNITS OF COMPETENCY**
- BSBSMB406A Manage small business finances
- CPCCBC4009B Apply legal requirements to building and construction projects

**PREREQUISITE**
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Interpret the Building Work Contractors Act
- Apply laws related to Building Work Contractors
- Contractors Law
- Identify relevant insurances and contract requirements
- Maintain financial records
- Implement a financial plan
- Monitor financial performance

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<th>PRESENTER:</th>
<th>RTO 0646 Master Builders Association</th>
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<tr>
<td>DURATION:</td>
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<td>CONTACT:</td>
<td>For further information including enrolment please contact the Master Builders Training Department on 8211 7466</td>
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</table>
This course examines the requirements for establishing costs associated with the acquisition of materials and labour, analysing and calculating overheads to establish estimated costs and set profit margins. Calculating builders' quantities and 'take-off principles' are discussed along with labour costing rates.

**UNITS OF COMPETENCY**
- CPCCBC4004A Identify and produce estimated costs for building and construction projects
- CPCCBC4005A Produce labour and material schedules for ordering
- CPCCBC4006B Select, procure and store construction materials for low-rise projects

**PREREQUISITE**
- Building Technology
- Read & Interpret Plans
- Structural Principles

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department on 8211 7466 for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- General construction technology terms and methods
- Estimating, purchasing and record flow
- Applying stock control principles
- Quality concepts and quality assurance systems
- Organisational skills

**PRESENTER:** RTO 0646 Master Builders Association  
**DURATION:** 24hrs face to face contact time  
**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide  
**INVESTMENT:**  
- CITB eligible $560.00  
- CITB ineligible $1,110.00  
- Recognition of Prior Learning $555.00  
- CITB eligible $775.00  
- CITB ineligible $1,315.00  
- Recognition of Prior Learning $657.50  
**INCLUDES:** Tea & coffee, Course materials  
**DELIVERY:** 5.30pm – 8.30pm, Eight sessions

- 04/01/16 - 22/02/16  
- 16/02/16 - 05/04/16  
- 03/03/16 - 20/04/16  
- 21/04/16 - 09/06/16  
- 03/05/16 - 21/06/16  
- 06/06/16 - 01/08/16  
- 06/07/16 - 24/08/16  
- 02/08/16 - 20/09/16  
- 15/09/16 - 03/11/16  
- 19/10/16 - 14/12/16  
- 24/10/16 - 12/12/16  
- 22/11/16 - 15/12/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
MANAGE WORK HEALTH & SAFETY

This course examines the legislative requirements to ensure the health and safety of all personnel involved in the building process. You will learn how to establish a Work Health and Safety management system and how to develop risk management tools such as Safe Work Method Statements, checklists and reporting systems.

UNITS OF COMPETENCY

• CPCCBC4002A Manage occupational health and safety in the building and construction workplace

PREREQUISITE

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE

• Work Health and Safety Act 2012
• Work Health and Safety principles and practices
• Work Health and Safety issues at the worksite and in the workplace
• Hazard assessment and control
• Site induction program

PRESENTER:

RTO 0646 Master Builders Association

DURATION:

15hrs face to face contact time + external reading & assignments

VENUE:

Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

MBA Member:

CITB eligible $270.00
CITB ineligible $530.00
Recognition of Prior Learning $265.00

MBA Non Member:

CITB eligible $380.00
CITB ineligible $640.00
Recognition of Prior Learning $320.00

INCLUDES:

Tea & coffee
Course materials

DELIVERY:

5.30pm – 8.30pm, Five sessions
• 14/01/16 - 11/02/16
• 18/02/16 - 17/03/16
• 02/03/16 - 30/03/16
• 05/04/16 - 03/05/16
• 10/05/16 - 08/06/16
• 06/06/16 - 11/07/16
• 12/07/16 - 09/08/16
• 18/08/16 - 15/09/16
• 22/09/16 - 20/10/16
• 11/10/16 - 15/11/16
• 17/11/16 - 15/12/16

CONTACT:

For further information including enrolment please contact the Master Builders Training Department on 8211 7466

SUPervision & SITE ADMINISTRATION

This course examines the administration of claims and payments, communications and record keeping requirements for supervising a construction project. The use and scheduling of human and physical resources is explored as well as the responsibilities of the team leader/supervisor.

UNITS OF COMPETENCY

• CPCCBC4007A Plan building or construction work
• CPCCBC4008B Conduct on-site supervision of the building and construction project
• CPCCBC4021A Minimise waste on the building and construction site

PREREQUISITE

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE

• Roles of site managers and supervisors
• Site responsibilities of various personnel on a worksite
• Local council requirements
• Establishing building sites
• Purchasing and record flow
• Quality assurance systems
• Organisational skills

PRESENTER:

RTO 0646 Master Builders Association

DURATION:

18hrs face to face contact time + external reading & assignments

VENUE:

Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

MBA Member:

CITB eligible $395.00
CITB ineligible $705.00
Recognition of Prior Learning $352.50

MBA Non Member:

CITB eligible $575.00
CITB ineligible $885.00
Recognition of Prior Learning $442.50

INCLUDES:

Tea & coffee
Course materials

DELIVERY:

5.30pm – 8.30pm, Six sessions
• 05/01/16 - 09/02/16
• 03/03/16 - 07/04/16
• 14/04/16 - 19/05/16
• 02/05/16 - 06/06/16
• 20/06/16 - 18/07/16
• 25/07/16 - 11/08/16
• 02/08/16 - 06/09/16
• 07/09/16 - 12/10/16
• 06/10/16 - 10/11/16
• 09/11/16 - 14/12/16
• 10/11/16 - 15/12/16
• 11/12/16

CONTACT:

For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course will provide you with the necessary tools to pursue sustainability options within your building and construction work-sites. It enables you to market your services as being skilled in the following:

- Design, construction and maintenance of high quality structures, that adopt industry best practice for sustainability in the building and construction environment.

**UNITS OF COMPETENCY**

- CPCCBC4019A Apply sustainable building design principles to water management systems
- CPCCBC4020A Build thermally efficient and sustainable structures

**PREREQUISITE**

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**

- Green living principles
- Project planning
- Concept design
- Site works
- Building envelope
- Energy management
- Interior fit out
- Business strategy
- Framing and structure
- Water management and landscape

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 12hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

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**INCLUDES:** Tea & coffee, Course materials

**DELIVERY:** 5.30pm - 8.30pm, Four sessions

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**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course is designed to give you the knowledge to manage projects according to best practice standards. It covers management of a straight-forward project, or section of a larger project and focuses on the skills required to meet quality standards. The course also includes risk management and Work Health & Safety considerations along with setting of budgetary limits.

**UNITS OF COMPETENCY**

- BSBPMG522A Undertake project work

**PREREQUISITE**

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**

- Defining and developing a project plan
- Administration and monitoring of a project
- Finalising and review of a project

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 28hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

- CITB eligible: $480.00
- CITB ineligible: $790.00
- Recognition of Prior Learning: $395.00
- CITB eligible: $695.00
- CITB ineligible: $1,005.00
- Recognition of Prior Learning: $502.50

**INCLUDES:**

- Tea & coffee
- Course materials
- Morning tea & light lunch

**DELIVERY:** 5.30pm - 8.30pm, Eight sessions

- 07/03/16 - 16/05/16
- 02/06/16 - 21/07/16
- 07/09/16 - 25/10/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

This course will equip you with valuable leadership and team-building skills that are of benefit both on-site and in your other business relationships.

**UNITS OF COMPETENCY**

- BSBWOR402A Promote team effectiveness

**PREREQUISITE**

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**

- Plan to achieve team outcomes
- Develop team cohesion
- Participate in and facilitate work team
- Liaise with management

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 6hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

- CITB eligible: $205.00
- CITB ineligible: $205.00
- Recognition of Prior Learning: $102.50
- CITB eligible: $285.00
- CITB ineligible: $285.00
- Recognition of Prior Learning: $142.50

**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 5.30pm - 8.30pm, Two sessions

- 06/04/16 - 13/04/16
- 18/08/16 - 25/08/16
- 07/12/16 - 14/12/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
In this course, you will learn to use Computer Aided Drafting (CAD) to produce quality sketches and drawings for presentation or council approval proposals. The course provides you with the skills in 2D drawing, design and drafting to produce a professional product.

**UNITS OF COMPETENCY**

- CPCCBC4014A Prepare simple building sketches and drawings

**PREREQUISITE**

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

It is also strongly recommended that you are familiar with the Microsoft Windows environment.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**

- Creating basic drawings
- Manipulating and altering objects
- Drawing organisation and inquiry commands
- Working with layouts
- Annotating drawings
- Dimensioning
- Hatching objects
- Working with reusable content
- Plotting your drawings
- Creating and using drawing templates

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 28hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

- CITB eligible: $560.00
- CITB ineligible: $820.00
- MBA Member: $1,015.00

**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:**

1.30pm - 5.30pm, Seven sessions

- 13/05/16 - 17/06/16
- 05/08/16 - 16/09/16
- 21/10/16 - 02/12/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

This course will give you the skills to evaluate and prepare a tender document for building, renovation or maintenance work. You will also learn how to develop a detailed budget and prepare documentation in accordance with established tender criteria.

The training material includes proforma documents which you can modify and use as future business tools.

**UNITS OF COMPETENCY**

- CPCCBC4013A Prepare and evaluate tender documentation
- BSBITU201A Produce simple word-processed documents
- BSBITU202A Create and use spreadsheets

**PREREQUISITE**

- Contracts & Legal Obligations
- Estimating & Stock Control

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

It is also strongly recommended that you are familiar with the Microsoft Windows environment specifically MS Excel and MS Word.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**

- Determine tender specifications and requirements
- Evaluate associated risks
- Estimate resource requirements
- Prepare tender documentation
- Identify and attach supporting documentation
- Evaluate completed tender and obtain tender approval

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 30hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

- CITB eligible: $685.00
- CITB ineligible: $1,165.00
- MBA Member: $1,370.00
- MBA Non Member: $685.00

**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 5.30pm – 8.30pm, 10 sessions

- 01/02/16 - 18/04/16
- 07/07/16 - 08/09/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
COMMERCIAL ESTIMATING

This course is aimed at those interested in a career in estimation and explores a range of areas related to estimation work from the ethics and propriety rules through to establishing costs associated with materials and labour for both residential and commercial projects. Various tools used to assist estimators will be explored along with the principles of the Australian Standard Method of Measurement. The calculations associated with a Bill of Quantities and Builder’s Quantities are discussed and practiced along with labour costing rates, materials unit rates, material selection, handling and storing.

PREREQUISITE
• Estimating & Stock Control
• Building Technology
• Structural Principles
• Read & Interpret Plans & Specifications

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE
• Ethics and codes of practice
• Tools to assist estimators
• Calculating quantities
• Bill of Quantities
• Call forward sheets
• Material selection, handling and storage

PRESENTER: RTO 0646 Master Builders Association
DURATION: 9hrs face to face contact time + external reading & assignments
VENUE: Master Builders Association
Level 1, 47 South Terrace, Adelaide
INVESTMENT:
• MBA Member: CITB eligible $210.00
  CITB ineligible $210.00
  Recognition of Prior Learning $105.00
• MBA Non Member: CITB eligible $295.00
  CITB ineligible $295.00
  Recognition of Prior Learning $147.50

INCLUDES: Tea & coffee
Course materials
DELIVERY: 5.30pm – 8.30pm, Three sessions
• 16/03/16 - 30/03/16
• 16/08/16 - 30/08/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

CONSTRUCTION CONTRACTS FOR ESTIMATORS

This course will cover matters related to the selection, preparation and administration of construction contracts related to medium rise buildings including techniques around resolving business disputes related to contracts.

This course has been specifically customised to meet the demands of the building industry.

UNITS OF COMPETENCY
• CPCCBC4003A Select & prepare a construction contract
• CPCCBC4016A Administer a construction contract
• CPCCBC4024A Resolve business disputes

PREREQUISITE
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE
• Types of contracts
• Contracts suitable for medium rise
• Essential elements, clauses and sections
• Preparing a contract
• Terminating a contract
• Administering a contract
• Finalising a contract
• Dispute resolution procedures
• Conducting investigations
• Identifying opportunities

PRESENTER: RTO 0646 Master Builders Association
DURATION: 18hrs face to face contact time + external reading & assignments
VENUE: Master Builders Association
Level 1, 47 South Terrace, Adelaide
INVESTMENT:
• MBA Member: CITB eligible $385.00
  CITB ineligible $825.00
  Recognition of Prior Learning $412.50
• MBA Non Member: CITB eligible $530.00
  CITB ineligible $970.00
  Recognition of Prior Learning $485.00

INCLUDES: Tea & coffee
Course materials
DELIVERY: 5.30pm – 8.30pm, Six sessions
• 04/05/16 - 08/06/16
• 09/11/16 - 14/12/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course aims to provide you with the knowledge and skills to apply the risk management process in the Building and Construction Industry. It assists you to analyse your construction work environment and identify hazards and assess risks in order to then effectively eliminate or control the risk.

UNITS OF COMPETENCY

• BSBOHS504B Apply principles of OHS risk management

PRE-REQUISITES

• Manage WHS in the Workplace
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE

• Relevant OHS legislation, standards, codes of practice and other guidance material
• Risk management process, products and tools
• Applying the risk management process
• Task environment and task demands
• Nature of hazards and risk control
• Maintaining, monitoring and review of risk management processes and outcomes

PRESENTER: RTO 0646 Master Builders Association

DURATION: 12hrs face to face contact time + external reading & assignments

VENUE: Master Builders Association Level 1, 47 South Terrace, Adelaide

INVESTMENT:

MBA Member:

- CITB eligible $615.00
- CITB ineligible $615.00
- Recognition of Prior Learning $307.50

MBA Non Member:

- CITB eligible $770.00
- CITB ineligible $770.00
- Recognition of Prior Learning $385.00

INCLUDES:

- Tea & coffee
- Course materials

DELIVERY: 5.30pm – 8.30pm, Four sessions

• 03/02/16 – 24/02/16
• 11/05/16 – 01/06/16
• 08/08/16 – 29/08/16
• 26/09/16 – 24/10/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course aims to provide support to builders, project managers and related construction industry professionals who have responsibility for ensuring compliance with building codes and standards in the building and construction industry.

**UNITS OF COMPETENCY**
- CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects
- CPCCBC4012B Read & interpret plans & specifications
- CPCCBC5001B Apply building codes and standards to the construction process for medium rise building projects
- CPCCBC5009A Identify services layout and connection methods to medium rise construction projects

**PRE-REQUISITES**
- Building Technology
- Read & Interpret Plans & Specifications

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Medium-Rise commercial and wide span buildings
- National Construction Code (formally BCA) rules and alternative solution options
- Australian Standards
- Medium-rise construction technology terms and methods
- Fire protection requirements
- Design concepts and principles relating to service installations
- Devices and systems hazards
- Installation methods
- Nature of materials and effect on performance relating to service installations
- Relevant licensing arrangements
- Service installation terminology and definitions
- Working drawings and specifications.

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 27hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

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**INCLUDES:** Tea & coffee, Course materials

**DELIVERY:** 5.30pm – 8.30pm, Nine sessions
- 01/02/16 - 11/04/16
- 16/05/16 - 18/07/16
- 02/08/16 - 27/09/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course aims to provide support for builders, related construction industry professionals and senior managers within building and construction firms responsible for managing medium rise construction work and/or projects for commercial building projects. It is designed for builders who are clearly and solely responsible for the management and leadership of a complex project and who are responsible for supervising the planning of on-site building or construction work for medium rise building and construction projects.

UNIT OF COMPETENCY

- CPCCBC5003A Supervise the planning of on-site medium rise building or construction work
- CPCCBC5005A Select and manage building and construction contractors
- CPCCBC5010B Manage construction work
- BS8PM-G505A Manage project quality
- BS8PM-G508A Manage project risk

PRE-REQUISITES

- Supervision & Site Administration
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE

- Translate contract requirements into construction plans and processes
- Delegate and apply construction planning tasks
- Development strategies that effectively maximize resource use
- Manage the determination of subcontractor requirements for a project
- Manage a review of the performance of subcontractors
- Establish terms and conditions for subcontractor engagement
- Manage the selection and engagement of subcontractors
- Establish and review WHS and risk management procedures
- Manage the supply of materials and installation of equipment
- Manage on-site operations
- Manage the processing of progress claims and payments
- Determine quality requirements and implement quality assurance requirements and improvements
- Comprehensive and multi faceted project plan
- Formal internal or external communications strategy
This course aims to provide support for builders, senior managers within building and construction firms and other construction industry personnel responsible for administering the legal obligations of a building or construction contractor for medium rise projects. It also aims to provide you with the knowledge required to advise on or resolve business disputes that may arise in the course of activities in residential and commercial contracting projects.

**UNITS OF COMPETENCY**
- CPCCBC4013A Prepare and evaluate tender documentation
- CPCCBC5007B Administer the legal obligations of a building or construction contract
- CPCCBC4024A Resolve business disputes
- CPCCBC4003A Select and prepare a construction contract

**PRE-REQUISITES**
- Contracts & Legal Obligations
- Simplified Tendering Using Technology

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course. You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information. Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Registration & licensing
- Employment
- Work Health & Safety
- Rehabilitation
- Taxation
- Insurance
- Fair trading
- Environmental legislation
- Conflict arising during contract negotiations and construction
- Simple steps and conduct to help avoid disputes
- Established industry dispute resolution procedures
- Writing a dispute resolution policy to help implement what is learnt

**CONTRACTS & DISPUTES MANAGEMENT**

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 15hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- MBA Member:
  - CITB eligible: $985.00
  - CITB ineligible: $985.00
  - Recognition of Prior Learning: $492.50
- MBA Non Member:
  - CITB eligible: $1,180.00
  - CITB ineligible: $1,180.00
  - Recognition of Prior Learning: $590.00

**INCLUDES:**
- Tea & coffee
- Course materials

**DELIVERY:** 5.30pm – 8.30 pm, Five sessions

- 19/01/16 - 23/02/16
- 29/08/16 - 26/09/16
- 26/10/16 - 23/11/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course aims to provide support for builders, project managers and related construction industry professionals responsible for ensuring the structural integrity and properties of building materials comply and meet the relevant standards. This includes the appropriate selection, supervision, safe handling and storage of these materials. This course also aims to provide you with the knowledge to apply structural principles to the building of medium rise buildings and the skills to communicate effectively with building design professionals and develop sound and safe practices in relation to structural procedures on site.

**Units of Competency**

- CPCCBC4010B Apply structural principles to residential low rise constructions
- CPCCBC5018A Apply structural principles to the construction of medium rise buildings
- CPCCBC5004A Supervise and apply quality standards to the selection of building and construction materials

**Pre-Requisites**

- Structural Principles

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**Topics Covered Include**

- Identify building and construction materials specified in the project or contract documentation
- Communicate effectively both verbally and in writing with manufacturers and suppliers of materials
- Test the materials to maintain quality standards on site
- Apply effective sampling and record keeping processes
- Use safe handling and materials storage techniques
- Comply with organisational and legislative requirements.
- Plan and implement the erection or demolition of buildings in compliance with relevant legislation
- Interpret and apply relevant documentation and codes
- Accurately apply design principles relating to performance
- Identify typical faults and problems and the action required to rectify them.
This course will provide you with the skills and knowledge around ideal HR practices including the effective recruitment, selection and induction of staff in the Building & Construction industry. It will cover topics related to industrial relations matters in the workplace and includes communicating and implementing industrial relations policies and procedures that meet statutory and legislative requirements, assisting in dealing with industrial relations conflicts and issues and generally working towards a harmonious industrial relations climate within the workplace. This course will also discuss the need for managers in Building & Construction to facilitate work teams and to build a positive culture within those teams.

UNITS OF COMPETENCY

- CPCCBC5005A Select and manage building and construction contractors
- BSBHRM402A Recruit, select and induct staff
- BSBMGT516 Facilitate continuous improvement
- BSBWRK411 Support employee and industrial relations procedures
- BSBWOR502B Ensure team effectiveness

PRE-REQUISITES

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE

- Determine job descriptions
- Plan for selection and assess and select applicants
- Appoint and induct successful candidate
- Employee and IR policies and procedures
- Establish a team performance plan and monitor and adjust performance strategies
- Facilitate teamwork
- Liaise with stakeholders
- Manage the determination of subcontractor requirements for a project
- Manage a review of the performance of subcontractors
- Establish terms and conditions for subcontractor engagement
- Lead continuous improvement systems and processes

PRESENTER: RTO 0646 Master Builders Association
DURATION: 33hrs face to face contact time + external reading & assignments
VENUE: Master Builders Association
        Level 1, 47 South Terrace, Adelaide
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INCLUDES: Tea & coffee
          Course materials
DELIVERY: 5.30pm – 8.30pm, 11 sessions
          • 05/04/16 - 10/05/16
          • 27/10/16 - 06/12/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course will provide you with the skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.

**UNITs of COMPETENCY**
- BSBFIM501A Manage budgets and financial plans

**PRE-REQUISITES**
- Fast Track

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Basic accounting principles
- Organisational requirements related to financial management
- Relevant legislation and current requirements of the Australian Taxation Office, including GST
- Requirements for organisational record keeping and auditing
- Budgeting
- Cash flows
- Electronic spreadsheets
- Ledgers and financial statements
- Profit and loss statements

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 9hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- CITB eligible: $755.00
- CITB ineligible: $755.00
- Recognition of Prior Learning: $377.50

**INCLUDES:**
- Tea & coffee
- Course materials

**DELIVERY:** 5.30pm – 8.30pm, Three sessions
- 03/02/16 – 17/02/16
- 24/08/16 – 07/09/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

This course supports builders, related construction industry professionals and senior managers within building and construction firms responsible for managing medium rise construction work and/or projects for commercial building projects. It will provide you with the skills to develop and implement an operational plan to ensure that the objectives and strategies outlined in the strategic and/or business plan are met by work teams.

**UNITs of COMPETENCY**
- BSBMG515A Manage operational plan
- CPCCBC5010B Manage construction work

**PRE-REQUISITES**
- Supervision & Site Administration

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Establish communication processes
- Establish and review WHS and risk management procedures
- Manage the supply of materials and installation of equipment
- Manage on-site operations
- Manage the processing of progress claims and payments
- Develop an operational plan
- Plan and manage resource acquisition
- Monitor and review operational performance

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 15hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- CITB eligible: $1,870.00
- CITB ineligible: $1,870.00
- Recognition of Prior Learning: $935.00

**INCLUDES:**
- Tea & coffee
- Course materials

**DELIVERY:** 5.30pm – 8.30pm, Five sessions
- 02/03/16 – 30/03/16
- 14/09/16 – 12/10/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course will provide you with the skills and knowledge to manage environmental management practices and processes in building and construction, as part of the organisation’s overall management system. The course will include current trends in environmental practices and methodologies, statistical analysis and legislative requirements.

**UNITS OF COMPETENCY**
- CPCCBC5011A Manage environmental management practices and processes in building or construction

**PRE-REQUISITES**
- Green Living
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- What is sustainability
- Principles of Sustainable Construction
- Developing an Environmental Policy
- Developing an Environmental Management Plan
- Water management and landscape
- Energy Management

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 12hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- CITB eligible $270.00
- CITB ineligible $270.00
- Recognition of Prior Learning $135.00

**MBA Member:**
- CITB eligible $415.00
- CITB ineligible $415.00
- Recognition of Prior Learning $207.50

**MBA Non Member:**
- CITB eligible $475.00
- CITB ineligible $475.00
- Recognition of Prior Learning $237.50

**INCLUDES:** Tea & coffee
Course materials

**DELIVERY:** 5.30pm - 8.30pm, Four sessions
- 10/05/16 - 31/05/16
- 13/09/16 - 04/10/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

This course provides you with the skills and knowledge required to manage your own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence. The course is designed for managers and focuses on their need to be organised, focussed and skilled, in order to effectively manage the work of others. As such it is an important unit for most managers, particularly as managers serve as role models and have a significant influence on the work culture and patterns of behaviour.

**UNITS OF COMPETENCY**
- BSBWORS501B Manage personal work priorities and professional development

**PRE-REQUISITES**
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Establish and achieve personal work goals
- Set and meet own work priorities
- Time management techniques
- Develop and maintain professional competence

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 6hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- CITB eligible $415.00
- CITB ineligible $415.00
- Recognition of Prior Learning $207.50

**MBA Member:**
- CITB eligible $475.00
- CITB ineligible $475.00
- Recognition of Prior Learning $237.50

**MBA Non Member:**
- CITB eligible $415.00
- CITB ineligible $415.00
- Recognition of Prior Learning $207.50

**INCLUDES:** Tea & coffee
Course materials

**DELIVERY:** 5.30pm – 8.30pm, Two sessions
- 18/01/16 - 25/01/16
- 10/08/16 - 17/08/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course will provide you with the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation. The course will cover the need to exercise considerable discretion and judgement while using a range of problem solving and decision making strategies.

**UNITS OF COMPETENCY**
- BSBCUS501C Manage quality customer service

**PRE-REQUISITES**
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Plan to meet internal and external customer requirements
- Ensure delivery of quality products and/or services
- Monitor, adjust and review customer service

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 6hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- CITB eligible: MBA Member: $415.00  
- CITB ineligible: MBA Member: $415.00  
- Recognition of Prior Learning: MBA Member: $207.50

- CITB eligible: MBA Non Member: $475.00  
- CITB ineligible: MBA Non Member: $475.00  
- Recognition of Prior Learning: MBA Non Member: $237.50

**INCLUDES:** Tea & coffee  
Course materials

**DELIVERY:** 5.30pm – 8.30pm, Two sessions
- 04/01/16 - 11/01/16
- 25/07/16 - 01/08/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

This course describes the role of a principal contractor's contract administrator and the process of contract administration in medium rise construction and in particular to the monitoring of cost systems on medium rise and construction projects. The processes and practices involved in supervising and monitoring costing systems result in the ongoing maintenance of cost control and the production of expenditure schedules and other arrangements, which ensure contracts or projects remain on budget.

**UNITS OF COMPETENCY**
- CPCCBC4004A Identify and produce estimated costs for building and construction projects
- CPCCBC5002A Monitor costing systems on medium rise building and construction projects

**PRE-REQUISITES**
- Estimating & Stock Control  
You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Recognition of Prior Learning (RPL) is available for this module. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Statement of Attainment.

**TOPICS COVERED INCLUDE**
- Supervise the identification and classification of project costs
- Manage the preparation of a schedule of project expenditure
- Prepare curves showing projected cash flow and payments
- Maintain continuous checks on expenditure and evaluate outcomes
- Prepare final cost reports

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 15hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- CITB eligible: MBA Member: $765.00  
- CITB ineligible: MBA Member: $765.00  
- Recognition of Prior Learning: MBA Member: $382.50

- CITB eligible: MBA Non Member: $920.00  
- CITB ineligible: MBA Non Member: $920.00  
- Recognition of Prior Learning: MBA Non Member: $460.00

**INCLUDES:** Tea & coffee  
Course materials

**DELIVERY:** 5.30pm – 8.30pm, Five sessions
- 04/01/16 - 01/02/16  
- 04/05/16 - 01/06/16
- 03/11/16 - 01/12/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
Need to develop the skills and confidence to manage more efficiently and get the best out of your people? A management course at Master Builders SA will help you achieve this goal.

MANAGING YOUR BUSINESS

CONTENTS

BSB42015 Certificate IV in Leadership and Management 38
BSB51915 Diploma of Leadership and Management 39
Supervisor Training 40
This qualification is suitable for people who are working as developing and emerging leaders and managers from a range of enterprise and industry contexts. Participants would already be assuming responsibility for their own individual performance within their working environment and hold some level of responsibility for organising and monitoring the output of a team.

This qualification aims to provide specialist skills and knowledge in areas such as leading teams, analysing and evaluating information, using effective communication techniques, planning and managing projects in the workplace, improving client relationships and customer service and managing small business finances.

**OCCUPATIONAL TITLES MAY INCLUDE**
- Coordinator
- Leading Hand
- Supervisor
- Team Leader

**COURSE MODULES**

**Individual leadership**
- BSBBLDR401 Communicate effectively as a workplace leader

**People Management**
- BSBBLDR402 Lead effective workplace relationships
- BSBBLDR403 Lead team effectiveness

**Client Management**
- BSBREL402 Build client relationships and business networks
- BSBCUS401 Coordinate implementation of customer service strategies

**Safety Management**
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBRSK401 Identify risk and apply risk management processes

**Business Management**
- BSBMGT402 Implement operational plan
- BSBWOR404 Develop work priorities
- BSBMGT401 Show leadership in the workplace

**Financial Management**
- BSBFMB406 Manage small business finances

**Presentation skills for Managers**
- BSBPFE401 Make a presentation

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript for BSB42015 Certificate IV in Leadership & Management.

**PRE-REQUISITES**
You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

**PATHWAYS FROM THIS QUALIFICATION**
After achieving this qualification candidates may undertake:
- BSB51915 Diploma of Leadership & Management

**COURSE ASSESSMENT REQUIREMENTS**
Please contact the Master Builders Training Department for information on course content including assessment requirements.

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 70hrs face to face contact time (excluding breaks) + 140hrs suggested external reading & assignments + 70hrs minimum work placement requirement (see policy on page 70)

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- MBA Member:
  - CITB eligible: $2,980.00
  - CITB ineligible: $3,340.00
  - Recognition of Prior Learning: $1,670.00
- MBA Non Member:
  - CITB eligible: $3,615.00
  - CITB ineligible: $3,975.00
  - Recognition of Prior Learning: $1,987.50

**INCLUDES:**
- Tea & coffee
- Course materials
- Morning tea & light lunch

**DELIVERY:** 9.00am – 4.30pm, 10 sessions
- 02/03/16 – 04/05/16
- 10/10/16 – 12/12/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This qualification is suitable for people who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Participants already display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They also use communication skills to support individuals and teams to meet organisational or enterprise requirements.

This qualification aims to provide specialist skills and knowledge in areas such as managing operations, workplace relations, emotional intelligence, budgets and finance, client strategies and risk mitigation and safe workplaces.

**OCCUPATIONAL TITLES MAY INCLUDE**
- Business/Company Managers
- Project Managers
- Site Managers
- Supervisors
- Team Leaders

**COURSE MODULES**
- BSBldr501 Develop and use emotional intelligence
- BSBmgt517 Manage operational plan
- BSBldr502 Lead and manage effective workplace relationships
- BSBwor502 Lead and manage team effectiveness
- BSBcus501 Manage quality customer service
- BSBfim501 Manage budgets and financial plans
- BSBhhrm405 Support the recruitment, selection and induction staff
- BSBpms522 Undertake project work
- BSBrsk501 Manage risk
- BSBwhs501 Ensure a safe workplace
- BSBwor501 Manage personal work priorities and professional development
- BSBhhrm512 Develop and manage performance-management processes

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the unit/s of competency achieved.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript BSB51915 Diploma of Leadership & Management.

**PRE-REQUISITES**
You must have completed a Certificate IV in Leadership and Management or equivalent prior to undertaking this course. You will be required to present your Award and Academic Transcript upon enrolment.

You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

**PATHWAYS FROM THIS QUALIFICATION**
After achieving this qualification candidates may undertake:
- BSB61015 Advanced Diploma of Leadership & Management
- Bachelor of Business

**COURSE ASSESSMENT REQUIREMENTS**
Please contact the Master Builders Training Department for information on course content including assessment requirements.

**VENUE:**
Master Builders Association
Level 1, 47 South Terrace, Adelaide

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**INCLUDES:**
- Tea & coffee
- Course materials
- Morning tea & light lunch

**DELIVERY:**
9.00am – 4.30pm, 12 sessions
- 07/07/16 – 22/09/16

**CONTACT:**
For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course is tailored for those who are currently in, or about to take over, a supervisory position.

You will gain a valuable insight into management techniques and a better knowledge of people skills and how they can be used to develop an effective supervisory style. The course is ideal for team leaders, supervisors and those who are responsible for the management of site personnel and contractors.

**PREREQUISITE**
You are required to have sufficient skills in reading and writing to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

**TOPICS COVERED INCLUDE**
- Determining why people behave differently
- Build team development
- Discovering 5 levels of human needs
- Exploring the skill required to be an effective leader
- Setting goals and objectives
- Dealing with conflict within the workplace
- Managing performance and maintaining discipline
- Appraising staff

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 14hrs face to face contact time + external reading & assignments

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

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**INCLUDES:**
- Tea & coffee
- Course materials

**DELIVERY:** 9.00am - 4.30pm, Two sessions
- 07/03/16 - 08/03/16
- 04/07/16 - 05/07/16
- 01/11/16 - 02/11/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
Master Builders SA offers basic introductory desktop training for the new learner through to advanced training for the more experienced user. Participants will benefit from intimate small class sizes and hands-on practical exercises.

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Microsoft Project 2013 Advanced 47
This course aims to give the new spreadsheet user a thorough grounding in the basics of spread sheeting and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques and sound formatting and design principles. This course is designed for users new to Microsoft Excel 2010 and spread sheeting.

**PREREQUISITEx**

This course assumes little or no knowledge of spreadsheets or Microsoft Excel 2010. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**TOPICS COVERED INCLUDE**

- Navigate your way around Microsoft Excel 2010
- Create a new workbook
- Open and navigate within workbooks and worksheets
- Understand and work with ranges in a worksheet
- Understand, create and work with formulas and functions used to perform calculations
- Copy and paste data in Excel
- Understand and use formula cell referencing to create more complex formulas
- Use font formatting techniques to greatly enhance the look of a worksheet
- Align the contents of cells in a number of ways
- Format rows and columns in a worksheet
- Understand and use the number formatting features in Excel
- Print your workbook data
- Create effective charts in Microsoft Excel

**PRESENTER:** Academy IT

**DURATION:** 7hrs face to face contact time

**VENUE:** Harmer House Level 2, 5 Leigh Street, Adelaide

**INVESTMENT:**

- **MBA Member:**
  - CITB eligible: $215.00
  - CITB ineligible: $385.00

- **MBA Non Member:**
  - CITB eligible: $260.00
  - CITB ineligible: $430.00

**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 9.00am - 4.30pm, One session

- 13/01/16
- 12/02/16
- 10/03/16
- 04/04/16
- 06/05/16
- 08/06/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

Microsoft Excel 2010 Level 2 is the second of a 3-Level study program for Microsoft Excel 2010. This level extends the learner’s basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features and working more effectively with existing worksheets and work books. Microsoft Excel 2010 Level 2 is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.

**PREREQUISITEx**

Microsoft Excel 2010 Level 2 assumes the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and the copying process is important. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**TOPICS COVERED INCLUDE**

- Use the fill operations available to fill a data series and move the contents of cells
- Ranges within and between workbooks
- Work with logical functions in Excel
- Use a range of formula techniques
- Apply a range of number formatting techniques to data
- Apply conditional formatting to ranges in a worksheet
- Apply borders to cells and ranges
- Apply a variety of page setup techniques and work with various elements of a worksheet
- Use a range of find and replace techniques
- Sort and filter data in a list in a worksheet
- Use a range of techniques to enhance charts

**PRESENTER:** Academy IT

**DURATION:** 7hrs face to face contact time

**VENUE:** Harmer House Level 2, 5 Leigh Street, Adelaide

**INVESTMENT:**

- **MBA Member:**
  - CITB eligible: $215.00
  - CITB ineligible: $335.00

- **MBA Non Member:**
  - CITB eligible: $260.00
  - CITB ineligible: $380.00

**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 9.00am - 4.30pm, One session

- 18/01/16
- 16/02/16
- 16/03/16
- 13/04/16
- 16/05/16
- 17/06/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
MICROSOFT EXCEL 2010 ADVANCED

This course aims to provide skills and knowledge which will allow the attendee to create lookup functions, set Excel working options, enhance data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros.

This course is designed for users who need to use some of the more advanced features of Microsoft Excel 2010.

PREREQUISITES

This course assumes a good understanding of spreadsheets using Microsoft Excel 2010 and how to create, print and chart workbooks. It would also be beneficial to have a general understanding of personal computers and the windows operating system environment.

TOPICS COVERED INCLUDE

• Use a range of lookup and reference functions
• Modify Excel options
• Customise the formatting of charts in Excel
• Create and use labels and names in a workbook
• Protect data in worksheets and workbooks
• Create summaries in your spreadsheets using subtotals
• Use data linking to create more efficient workbooks
• Use the Data Consolidation feature to combine data from several workbooks into one
• Understand and create simple PivotTable reports
• Construct and operate PivotTables using some of the more advanced techniques
• Create and edit a PivotChart
• Use goal seeking to determine the values required to reach a desired result
• Group cells and use outlines to manipulate the worksheet
• Use Solver to solve more complex and intricate problems
• Create recorded macros in Excel
• Use the macro recorder to create a variety of macros

PRESENTER: Academy IT

DURATION: 7hrs face to face contact time

VENUE: Harmer House
Level 2, 5 Leigh Street, Adelaide

INVESTMENT:

MBA Member: CIBT eligible $305.00
CITB ineligible $425.00

MBA Non Member: CIBT eligible $350.00
CITB ineligible $470.00

INCLUDES:

Tea & coffee
Course materials

DELIVERY: 9.00am - 4.30pm, One session

• 27/01/16
• 22/02/16
• 21/03/16
• 20/04/16
• 23/05/16
• 22/06/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

MICROSOFT EXCEL 2013 INTRODUCTION

This is a beginner’s course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2013. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

PREREQUISITES

This course assumes little or no knowledge of spreadsheets or Microsoft Excel 2013. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

TOPICS COVERED INCLUDE

• Navigate your way around Microsoft Excel 2013
• Create and work with a new workbook
• Open and navigate within workbooks and worksheets
• Understand and work with ranges in a worksheet
• Understand, create and work with formulas and functions used to perform calculations
• Use font formatting techniques to greatly enhance the look of a worksheet
• Alter the layout of a worksheet
• Print your workbook data
• Create effective charts in Microsoft Excel
• Obtain help for Excel whenever you need it

PRESENTER: Academy IT

DURATION: 7hrs face to face contact time

VENUE: Harmer House
Level 2, 5 Leigh Street, Adelaide

INVESTMENT:

MBA Member: CIBT eligible $215.00
CITB ineligible $385.00

MBA Non Member: CIBT eligible $260.00
CITB ineligible $430.00

INCLUDES:

Tea & coffee
Course materials

DELIVERY: 9.00am - 4.30pm, One session

• 13/01/16
• 05/02/16
• 07/03/16
• 06/04/16
• 06/05/16
• 09/06/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
MICROSOFT EXCEL 2013 INTERMEDIATE

The skills and knowledge acquired in Microsoft Excel 2013–Level 2 are designed for existing users of Excel who would like to expand their knowledge and learn more of the techniques associated with creating better and more productive workbooks. It covers formulas and function techniques, advanced formatting, setting complex printing options, using advanced charting features and data manipulation tools such as Pivot Tables and goal seeking. A large range of functions are examined which cover a broad occupational spectrum and requirement.

PRE-REQUISITES
Microsoft Excel 2013–Level 2 assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important. It would be beneficial to have a general understanding of personal computers and the operating system environment.

TOPICS COVERED INCLUDE
- Use filling techniques
- Use a range of techniques to work with worksheets
- Apply a variety of page setup techniques
- Apply styles to cells and ranges in a worksheet
- Use the dozen or so most popular and common worksheet functions
- Create more complex formulas and functions
- Use a variety of financial functions
- Use the date and time functions to perform calculations
- Create and use defined names in a workbook
- Apply a range of number formatting techniques to worksheet cells
- Apply conditional formatting to ranges in a worksheet
- Use goal seeking to determine the values required to reach a desired result
- Understand and use Excel’s Quick Analysis tools
- Work with tables in Microsoft Excel
- Understand and create simple PivotTables
- Use a range of elements and features to enhance charts
- Select and change the format of objects in a chart

PRESENTER: Academy IT
DURATION: 7hrs face to face contact time
VENUE: Harmer House
Level 2, 5 Leigh Street, Adelaide

INVESTMENT:
MBA Member:
- CITB eligible: $215.00
- CITB ineligible: $335.00
MBA Non Member:
- CITB eligible: $260.00
- CITB ineligible: $380.00
INCLUDES:
- Tea & coffee, Course materials

DELIVERY: 9.00am - 4.30pm, One session

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

MICROSOFT EXCEL 2013 ADVANCED

The skills and knowledge acquired in Microsoft Excel 2013–Advanced are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and advanced PivotTable techniques, macros and more.

PRE-REQUISITES
This course assumes some knowledge of the software and how to create formulas and understand what functions are, as well as a general understanding of personal computers and the Windows operating system environment.

TOPICS COVERED INCLUDE
- Modify Excel options
- Protect data in worksheets and workbooks
- Import data into Excel and export data from Excel
- Use data linking to create more efficient workbooks
- Group cells and use outlines to manipulate the worksheet
- Create summaries in your spreadsheets using subtotals
- Use the Data Consolidation feature to combine data from several workbooks into one
- Create, use and modify data tables
- Create and work with scenarios and the Scenario Manager
- Create and edit a PivotChart
- Construct and operate PivotTables using some of the more advanced techniques
- Use advanced filters to analyse data in a list
- Use a variety of data validation techniques
- Use a range of Information functions
- Use a range of text functions
- Create and use a range of controls in a worksheet
- Share workbooks with other users
- Create recorded macros in Excel

PRESENTER: Academy IT
DURATION: 7hrs face to face contact time
VENUE: Harmer House
Level 2, 5 Leigh Street, Adelaide

INVESTMENT:
MBA Member:
- CITB eligible: $305.00
- CITB ineligible: $425.00
MBA Non Member:
- CITB eligible: $350.00
- CITB ineligible: $470.00
INCLUDES:
- Tea & coffee
- Course materials

DELIVERY: 9.00am - 4.30pm, One session

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
MICROSOFT PROJECT 2010 INTRODUCTION

This course aims to provide students an introduction to Microsoft Project and provide them the knowledge to create and update project schedules and Gantt Charts.

PREREQUISITE
A general understanding of personal computers and the Windows environment. This course assumes some knowledge of Microsoft Project, but it is not essential.

TOPICS COVERED INCLUDE

• Start Microsoft Project and work with its key screen features
• Understand key Project Management concepts
• Create a new project file
• Modify and create project calendars
• Enter and work with tasks in a project
• Enter and work with durations in a project
• Enter and work with task relationships
• Set constraints and deadlines in a project
• Monitor and track a project
• Print information from a gantt chart and sheet views

PRESENTER: Academy IT

DURATION: 7hrs face to face contact time

VENUE: Harmer House
       Level 2, 5 Leigh Street, Adelaide

INVESTMENT:
MBA Member:
- CITB eligible $345.00
- CITB ineligible $515.00

MBA Non Member:
- CITB eligible $415.00
- CITB ineligible $585.00

INCLUDES:
- Tea & coffee
- Course materials

DELIVERY: 9.00am - 4.30pm, One session
• 15/01/16
• 18/02/16
• 21/03/16
• 20/04/16
• 18/05/16
• 21/05/16
• 16/06/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

MICROSOFT PROJECT 2010 INTERMEDIATE

This course aims to provide students the knowledge to perform resourcing and cost functions, and produce customised reports, table and views using Microsoft Project.

PREREQUISITE
Completion of Project Level 1 or equivalent, or be proficient in using project for creating and updating gantt charts.

TOPICS COVERED INCLUDE

• Create and work with resource pools
• Understand resource assignment concepts
• Assign resources to tasks
• Level over allocated resources in a project
• Enter a wide range of costs into a project
• Assign materials to tasks
• Create and work with tables and various filter techniques
• Work with some of the tools that allow you to control and filter your data

PRESENTER: Academy IT

DURATION: 7hrs face to face contact time

VENUE: Harmer House
       Level 2, 5 Leigh Street, Adelaide

INVESTMENT:
MBA Member:
- CITB eligible $345.00
- CITB ineligible $515.00

MBA Non Member:
- CITB eligible $415.00
- CITB ineligible $585.00

INCLUDES:
- Tea & coffee
- Course materials

DELIVERY: 9.00am - 4.30pm, One session
• 22/01/16
• 24/02/16
• 23/03/16
• 27/04/16
• 16/05/16
• 22/06/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
MICROSOFT PROJECT 2010 ADVANCED

This course aims to take the learner to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates and automating operations with VBA.

**PREREQUISITE**

Microsoft Project 2010 Advanced assumes a good understanding of creating projects, scheduling and over allocation problem-solving. It is also necessary to have a general understanding of personal computers and the Windows operating system environment, especially in regards to file management and file handling.

**TOPICS COVERED INCLUDE**

- Use the predefined reports that have been built into Microsoft Project
- Work with and create project templates
- Work with and link multiple projects in Microsoft Project 2010
- Create shared resources for use amongst multiple projects
- Downsize large project files into more manageable entities
- Export project data to other applications
- Create VBA macros to automate operations in a project file

**PRESENTER:** Academy IT

**DURATION:** 7hrs face to face contact time

**VENUE:** Harmer House

Level 2, 5 Leigh Street, Adelaide

**INVESTMENT:**

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**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 9.00am - 4.30pm, One session

- 13/01/16
- 11/02/16
- 18/03/16
- 13/04/16
- 19/05/16
- 10/06/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

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MICROSOFT PROJECT 2013 INTRODUCTION

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2013 to create a new project, enter and work with tasks and resources, create a schedule and print effective project information.

This course assumes little or no knowledge of Microsoft Project 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

**PRE-REQUISITES**

This course assumes little or no knowledge of Microsoft Project 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment. Some knowledge of working with files and folders on a computer are necessary.

**TOPICS COVERED INCLUDE**

- Start Microsoft Project and identify how it works
- Explain some of the key concepts associated with project management
- Create a new project file in Microsoft Project
- Enter tasks into a project file
- Create relationships between tasks in a project
- Apply constraints and deadlines to tasks in a project
- Track the progress of a project
- Print various aspects of a project
- Print data from Gantt Charts in a variety of ways and presentations

**PRESENTER:** Academy IT

**DURATION:** 7hrs face to face contact time

**VENUE:** Harmer House

Level 2, 5 Leigh Street, Adelaide

**INVESTMENT:**

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**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 9.00am - 4.30pm, One session

- 13/01/16
- 05/02/16
- 07/03/16
- 08/04/16
- 11/05/16
- 03/06/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
Microsoft Project 2013 Intermediate

This course aims to provide students the knowledge to perform resourcing and cost functions and produce customised reports, table and views using Microsoft Project.

This course is intended for anyone new to Microsoft Project and for those looking to improve their skills in using resourcing and costing features in Project.

PRE-REQUISITES

Completion of Project 2013 Introduction or equivalent, or be proficient in using Project for creating project files, setting up calendar and schedule options, creating and updating gantt charts.

TOPICS COVERED INCLUDE

• Create and work with resource pools
• Understand resource assignment concepts
• Assign resources to tasks
• Level over allocated resources in a project
• Enter a wide range of costs into a project
• Assign materials to tasks
• Create and work with tables and various filter techniques
• Work with some of the tools that allow you to control and filter your data

PRESENTER: Academy IT

DURATION: 7hrs face to face contact time

VENUE: Harmer House
    Level 2, 5 Leigh Street, Adelaide

INVESTMENT:

MBA Member:  
    CITB eligible $345.00  
    CITB ineligible $415.00

MBA Non Member:  
    CITB eligible $385.00  
    CITB ineligible $585.00

INCLUDES: Tea & coffee  
Course materials

DELIVERY: 9.00am - 4.30pm, One session

• 20/01/16
• 10/02/16
• 18/03/16
• 13/04/16
• 18/05/16
• 17/06/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

Microsoft Project 2013 Advanced

Microsoft Project 2013-Level 3 aims to take the learner to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates and automating operations with VBA.

PRE-REQUISITES

Microsoft Project 2013-Level 3 assumes a good understanding of creating projects, scheduling and over allocation problem-solving. It is also necessary to have a general understanding of personal computers and the Windows operating system environment especially in regards to file management and file handling.

TOPICS COVERED INCLUDE

• Run and modify standard reports as well as create your own custom reports
• Work with and create project templates
• Work with and understand Microsoft Project project files
• Work with and link multiple projects in Microsoft Project
• Create shared resources for use amongst multiple projects
• Downsize large project files into more manageable entities
• Export project data to other applications
• Create VBA macros to automate operations in a project file

PRESENTER: Academy IT

DURATION: 7hrs face to face contact time

VENUE: Harmer House
    Level 2, 5 Leigh Street, Adelaide

INVESTMENT:

MBA Member:  
    CITB eligible $345.00  
    CITB ineligible $515.00

MBA Non Member:  
    CITB eligible $415.00  
    CITB ineligible $585.00

INCLUDES: Tea & coffee  
Course materials

DELIVERY: 9.00am - 4.30pm, One session

• 27/01/16
• 19/02/16
• 29/03/16
• 26/04/16
• 30/05/16
• 20/06/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
Do you contribute to the implementation and monitoring of Work Health and Safety processes in the workplace?

What are the responsibilities of managers, supervisors and employees for ensuring a safe workplace and safe work practices?

The Work Health and Safety Act 2012 and associated Regulations define a number of areas for ensuring safety in the workplace and these requirements frequently specify training or instruction to identify hazards and minimise risk.

Master Builders SA’s Work Health and Safety courses have been designed in accordance with this legislation and will ensure you remain knowledgeable, compliant and safe.

Make the safety of your people a priority with a Master Builders Work Health & Safety Course.

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**Work Health & Safety Courses**

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- Safety Supervisor Refresher  54
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FULL QUALIFICATION INTAKE
BSB41415 CERTIFICATE IV IN WORK HEALTH & SAFETY

This qualification is suitable for people working in a Work Health and Safety (WHS) role who may or may not work under supervision. They may provide leadership and guidance to others and have some limited responsibility for the output of others.

It reflects the role of workers who apply a broad knowledge base and well-developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

OCCUPATIONAL TITLES MAY INCLUDE
- Health and Safety Representative
- Health and Safety Committee Member
- Health and Safety Assistant

COURSE MODULES
- BSBWHS402 Assist with compliance with WHS laws
- BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405 Contribute to implementing and maintaining WHS management systems
- BSBWHS406 Assist with responding to incidents
- BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs
- BSBWHS408 Assist with effective WHS management of contractors
- BSBWHS410 Contribute to work-related health and safety measures and initiatives
- PUWER002B Ensure workplace emergency prevention procedures, systems and processes are implemented

Recognition of Prior Learning (RPL) is available for this qualification. Please contact the Training Department for more information.

Participants who successfully complete some of the required learning and assessment tasks will be issued with a Statement of Attainment for the unit/s of competency achieved.

Participants who successfully complete all of the required learning and assessment tasks will be issued with an Award and Academic Transcript for BSB41415 Certificate IV in Work Health & Safety

PREREQUISITES
You are required to have sufficient skills in reading and writing to successfully complete this qualification. Students enrolling into this qualification will complete a Language, Literacy and Numeracy (LLN) pre-enrolment assessment.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

PATHWAYS FROM THIS QUALIFICATION
After achieving this qualification candidates may undertake:
BSB51315 Diploma of Work Health and Safety

COURSE ASSESSMENT REQUIREMENTS
Please contact the Master Builders Training Department for information on course content including assessment requirements.

PRESENTER: RTO 0646 Master Builders Association
DURATION: 56hrs face to face contact time (excluding breaks) + 112hrs suggested external reading & assignments + 56hrs minimum work placement requirement (see policy on page 70)
VENUE: Master Builders Association
Level 1, 47 South Terrace, Adelaide
INVESTMENT:
MBA Member:
- CITB eligible: $775.00
- CITB ineligible: $3,205.00
- Recognition of Prior Learning: $1,602.50
MBA Non Member:
- CITB eligible: $1,085.00
- CITB ineligible: $3,515.00
- Recognition of Prior Learning: $1,757.50

Please note, CITB does not fund full qualifications. Their contribution is part funding for modules within the qualification.

INCLUDES:
- Tea & coffee
- Course materials
- Morning tea & light lunch

DELIVERY:
- 8.30am - 4.00pm, Eight sessions
- 03/02/16 - 30/03/16
- 09/05/16 - 11/07/16
- 06/09/16 - 01/11/16

CONTACT:
For further information including enrolment please contact the Master Builders Training Department on 8211 7466
The course covers the requirements of current National and State legislation for induction into the building and construction industry. This is a mandatory requirement for all persons working on a building or construction site. The White Card is a nationally accepted card which will allow you to work on any building and construction site in Australia.

**UNITS OF COMPETENCY**
- CPCCOHS1001A Work safely in the construction industry

**PREREQUISITE**
You must have sufficient skills in reading and writing English to successfully complete this course. If you require support with literacy or language, please notify the Training Department prior to commencing the course.

If it is determined you require a translator or tutor, you must provide this support yourself and this person must remain with you for the duration of the course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Participants who successfully complete the course will be issued with a White Card and a Statement of Attainment.

**PLEASE NOTE**
Upon attending the course, you must provide Government issued photo ID (driver’s licence, passport, proof of age). If you feel you do not hold sufficient ID, please contact the Training Department prior to attending.

**PRESENTER:**
RTO 0646 Master Builders Association

**DURATION:**
6hrs face to face contact time

**VENUE:**
Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- MBA Member:
  - CITB eligible: FREE
  - CITB ineligible: $60.00
- MBA Non Member:
  - CITB eligible: FREE
  - CITB ineligible: $60.00

**INCLUDES:**
- Tea & coffee
- Course materials
- Light lunch

**DELIVERY:**
- Every Wednesday
  - 8.30am - 2.30pm, One session
- Every Friday
  - 7.30am - 1.30pm, One session

**CONTACT:**
For further information including enrolment please contact the Master Builders Training Department on 8211 7466

A new course for Master Builders for 2014, the White Card Refresher will provide industry participants with an abridged update on WHS matters. Participants who have completed the full White Card course will be eligible to attend this refresher each year and the Construction Industry Training Board (CITB) will provide funding for CITB eligible members.

**PREREQUISITES**
You must have sufficient skills in reading and writing English to successfully complete this course. If you require support with literacy or language, please let us know prior to commencing the course.

If it is determined you require a translator or tutor, you must provide this support yourself and this person must remain with you for the duration of the course.

Participants who successfully complete the course will be issued with a White Card - Refresher and a Certificate of Attendance.

**PLEASE NOTE**
Upon enrolment you must provide evidence you have previously completed White Card training thus making you eligible to attend the White Card Refresher.

**PRESENTER:**
RTO 0646 Master Builders Association

**DURATION:**
3hrs face to face contact time

**VENUE:**
Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- MBA Member:
  - CITB eligible: FREE
  - CITB ineligible: $60.00
- MBA Non Member:
  - CITB eligible: FREE
  - CITB ineligible: $60.00

**INCLUDES:**
- Tea & coffee
- Course materials

**DELIVERY:**
- Every Wednesday
  - 8.30am - 11.30am, One session
- Every Friday
  - 7.30am - 10.30am, One session

**CONTACT:**
For further information including enrolment please contact the Master Builders Training Department on 8211 7466
SAFELY WORKING AT HEIGHTS

This course covers two national units of competency and specifies the outcomes required to work safely on construction sites when undertaking work at height activities where a person could fall causing themselves or another serious injury.

This course helps you comply with your due diligence requirements for working at heights and provides a clear understanding of the dynamics of falls and hazards in the workplace.

UNITS OF COMPETENCY
• CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry
• CPCCCM2010B Work Safely At Heights

PREREQUISITES
• White Card

You will be asked to provide a copy of your White Card upon enrolment.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

You will also need to provide a valid Unique Student Identifier (USI). Please contact the Training Department or visit www.usi.gov.au for more information.

Participants who successfully complete the course will be issued with a wallet-sized ticket and a Statement of Attainment.

TOPICS COVERED INCLUDE
• General safety obligations
• The selection and use of personal protective equipment (PPE)
• Correct fitting and checking of harnesses
• Identifying safety issues on site
• SWMS as applicable to Height Safety
• Understanding the need for urgent rescue action
• Use and interpret non-verbal communication, such as hand signals
• Voice and hand signals to access and understand site-specific instructions

PRESENTATION: RTO 0646 Master Builders Association

DURATION: 8hrs face to face contact time + external reading & assignments

VENUE: Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT: MBA Member: CITB eligible $145.00
MBA Non-Member: CITB eligible $205.00

MBA Member: CITB ineligible $265.00
MBA Non-Member: CITB ineligible $325.00

INCLUDES: Tea & coffee
Course materials
Light lunch

DELIVERY: 8.30 am – 4.30pm, One session
• 28/01/16 • 31/03/16
• 26/05/16 • 28/07/16
• 29/09/16 • 24/11/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466

SAFELY WORKING AT HEIGHTS REFRESHER

Under the Work Health & Safety Act 2012, employers have a duty to provide adequate training and instruction and implement safe systems of work for working at heights and prevention of falls.

This short course fulfills this requirement and will provide you with an understanding of the dynamics of falls and hazards. You will then participate in a practical demonstration which involves fitting, checking and using appropriate restraints and harnesses.

PREREQUISITE
• White Card
• CPCCOHS2001A Apply WHS requirements, policies and procedures in the construction industry; and
• CPCCCM2010B Work safely at heights; or
• RIWH204D Work safely at heights

You will be asked to provide a copy of your White Card upon enrolment.

You are also required to have successfully completed the Safely Working at Heights course and will be asked to provide evidence of this training upon enrolment. Evidence will include a Statement of Attainment reflecting successful completion of the following units:
• CPCCOHS2001A Apply WHS requirements, policies and procedures in the construction industry; and
• CPCCCM2010B Work safely at heights; or
• RIWH204D Work safely at heights

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a wallet-sized ticket and a Certificate of Attendance.

TOPICS COVERED INCLUDE
• General safety obligations
• The selection and use of personal protective equipment (PPE)
• Correct fitting and checking of harnesses
• Identifying safety issues on site
• SWMS as applicable to Height Safety
• Understanding the need for urgent rescue action

PRESENTATION: RTO 0646 Master Builders Association

DURATION: 4hrs face to face contact time

VENUE: Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT: MBA Member: CITB eligible $85.00
MBA Non-Member: CITB eligible $120.00

MBA Member: CITB ineligible $205.00
MBA Non-Member: CITB ineligible $240.00

INCLUDES: Tea & coffee
Course materials

DELIVERY: 1.00 pm – 4.30 pm, One session
• 28/01/16 • 31/03/16
• 26/05/16 • 28/07/16
• 29/09/16 • 24/11/16

CONTACT: For further information including enrolment please contact the Master Builders Training Department on 8211 7466
This course will guide you through writing Safe Work Method Statements (SWMS), formerly known as Job Safety Analysis (JSA), in a simple and effective format. It focuses on breaking down the tasks and looking at them from a hazard and environmental management perspective in order to minimise risk.

Meeting procedures for on-site safety (known as Toolbox Meetings) will also be covered.

Your course fee includes SWMS and Toolbox meeting proformas provided as a word document on a USB stick.

**PREREQUISITE**

There are no prerequisites for this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

**TOPICS COVERED INCLUDE**

- Work Health & Safety legislation and requirements
- Hazard management
- Writing a SWMS
- Toolbox meetings
- Using the supplied SWMS proforma
- Using the supplied Toolbox Meeting proforma

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 4hrs face to face contact time

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

- MBA Member:
  - CITB eligible $115.00
  - CITB ineligible $145.00
- MBA Non Member:
  - CITB eligible $160.00
  - CITB ineligible $190.00

**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 8.30am - 12.30pm, One session

  - 09/02/16
  - 10/05/16
  - 13/09/16
  - 13/12/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

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This course covers common building and construction safety and will provide you with in-depth information, flowcharts, checklists and discussion about each of the areas listed below.

**PREREQUISITE**

You are required to have sufficient skills in reading and writing to successfully complete this course.

Participants who successfully complete the course will be issued with a laminated wallet-sized ticket and a Certificate of Attendance.

**TOPICS COVERED INCLUDE**

- Responsibilities in safety
- Tool Box meetings
- Electrical temporary supply
- Falls from heights
- Demolition
- Drugs and alcohol
- Traffic management
- Health and safety committees
- SWMS
- Electrical testing and tagging
- Scaffolds
- Excavation and shoring
- Public safety
- Dealing with conflict in safety

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 20hrs face to face contact time

**VENUE:** Master Builders Association Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

- MBA Member:
  - CITB eligible $215.00
  - CITB ineligible $525.00
- MBA Non Member:
  - CITB eligible $300.00
  - CITB ineligible $610.00

**INCLUDES:**

- Tea & coffee
- Course materials

**DELIVERY:** 1.00pm - 5.00pm, Five sessions

  - 01/03/16 - 29/03/16
  - 02/06/16 - 30/06/16
  - 01/11/16 - 29/11/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
SAFETY SUPERVISOR REFRESHER

In order to stay up-to-date on relevant legislative changes, Safety Supervisors are encouraged to attend a Refresher every three years. This short course will ensure you maintain the knowledge required to perform your role.

PREREQUISITE
You are required to have successfully completed the Safety Supervisor course and will be asked to provide evidence of this training upon enrolment.

Participants who successfully complete the course will be issued with a wallet-sized ticket and a Certificate of Attendance.

TOPICS COVERED INCLUDE
- Review of the WH&S Act and Regulations
- Changes to the legislation
- Hazard Management
- Consultation
- Manual Handling
- Accident Investigation

PRESENTATION:
RTO 0646 Master Builders Association

DURATION:
4hrs face to face contact time

VENUE:
Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT:
- MBA Member:
  - CITB eligible: $95.00
  - CITB ineligible: $215.00
- MBA Non Member:
  - CITB eligible: $150.00
  - CITB ineligible: $270.00

INCLUDES:
Tea & coffee
Course materials

DELIVERY:
1.00pm - 5.00pm, One session
- 01/03/16
- 02/06/16
- 01/11/16

CONTACT:
For further information including enrolment please contact the Master Builders Training Department on 8211 7466

ELECTRICAL POWER TOOL TESTING & TAGGING

This course has been designed in accordance with the AS 3760:2010, the AS 3012:2010 and SafeWork Australia’s Code of Practice Managing Electrical Risks in the Workplace. This training course will enable you to test and tag your own small power tools, Residual Current Devices and extension leads.

You are encouraged to bring some of your power tools with you for use as practice equipment.

PREREQUISITE
There are no prerequisites for this course.

A Refresher should be undertaken every three years which involves attending the second half of any scheduled course.

Participants who successfully complete the course will be issued with a laminated wallet-sized ticket and a Certificate of Attendance.

TOPICS COVERED INCLUDE
- Introduction to electrical fundamental concepts
- Effects of electricity on the human body
- Methods of reducing electric shock
- How to use a variety of test equipment
- Inspection and testing of various equipment
- Inspection and testing under A.S. 3760:2003

PRESENTATION:
RTO 0646 Master Builders Association

DURATION:
8hrs face to face contact time + external reading

VENUE:
Master Builders Association
Level 1, 47 South Terrace, Adelaide

INVESTMENT:
- MBA Member:
  - CITB eligible: $150.00
  - CITB ineligible: $270.00
- MBA Non Member:
  - CITB eligible: $235.00
  - CITB ineligible: $355.00

INCLUDES:
Tea & coffee
Course materials

DELIVERY:
8.30am - 4.30pm, One session
- 16/02/16
- 17/03/16
- 19/04/16
- 21/06/16
- 21/07/16
- 16/08/16
- 18/10/16
- 17/11/16
- 20/12/16

CONTACT:
For further information including enrolment and venues please contact the Master Builders Training Department on 8211 7466
Formally Senior First Aid and Apply First Aid.

The aim of this course is to provide the necessary skills and knowledge to sustain life, reduce pain and minimise the consequences of injury or sudden illness until professional help arrives. This course is reliant on either pre-learning or existing prior knowledge of current first aid practices.

**UNITS OF COMPETENCY**

- HLTAID001 Provide Cardiopulmonary Resuscitation
- HLTAID002 Provide Basic Emergency Life Support
- HLTAID003 Provide First Aid

**PREREQUISITE**

It is highly recommended that participants complete the pre-course work prior to attendance. Participants must be 14 years or older. Participants under 14 years must provide written permission to attend the course from their parent or legal guardian. Participants with a language or literacy difficulty or other special needs should inform the training support staff or trainers so appropriate assistance can be arranged.

As per the First Aid in the Workplace Code of Practice, First Aiders should attend training on a regular basis to refresh their first aid knowledge and skills and confirm their competence to provide first aid. The Australian Resuscitation Council (ARC) www.resus.org.au recommends the CPR competency be recertified annually.

St John Ambulance SA Inc. will issue participants with a Statement of Attainment.

**TOPICS COVERED INCLUDE**

- Roles and responsibilities of the First Aider
- Management of unconscious, breathing and non-breathing casualties using the DRSABCD action plan (including CPR and AED skills)
- Management of a choking casualty
- Recognition and treatment of casualties experiencing shock
- Various wound management techniques
- Identification and treatment of musculoskeletal injuries
- Recognition and management of medical conditions including chest pain, anaphylaxis, asthma, seizures and stroke
- Treatment of bites and stings, including the use of the “Pressure bandage with immobilisation” technique.

Please note: Completion of the pre-learning will assist in creating a sound knowledge base for all topics covered during training.

**PRESENTER:** RTO 88041 St John Ambulance SA Inc.

**DURATION:** 8hrs face to face contact time + external reading

**VENUE:** Various locations across South Australia (metropolitan & regional)

**INVESTMENT:**

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<th>Status</th>
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<tbody>
<tr>
<td>MBA Member</td>
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<tr>
<td>MBA Non Member</td>
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<td>$345.00</td>
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</tbody>
</table>

**INCLUDES:** Tea & coffee, Course materials

**DELIVERY:** 8.30am - 4.30pm, One session

- Dates available on request. Can be selected based on earliest possible date or location.

**CONTACT:** For further information including enrolment and venues please contact the Master Builders Training Department on 8211 7466
Asbestos is a hazardous substance that has been used in many building products in Australia. Exposure to asbestos has been associated with severe health ailments affecting the lungs, abdomen and heart. In recent years, victims have successfully sought compensation for the pain and suffering linked to prolonged asbestos exposure. Unlicensed removal of limited amounts of asbestos is permitted in certain circumstances only. This course provides background information and covers asbestos removal in the following situations; in premises that are not workplaces, where the quantity of non-friable asbestos to be removed is less than 10m2 and where friable asbestos material is being removed for repair or maintenance work (can only cover half a square metre (½ m2) or less in surface area). Asbestos removal greater that these limits listed above requires the operator to be licenced and is outside the scope of this course.

PREREQUISITES
There are no prerequisites for this course.
Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE
- Asbestos use, production & surveillance in Australia
- Selection & use of Personal Protective Equipment (PPE)
- Drilling of asbestos containing materials
- Sealing, painting, coating & cleaning of asbestos cement products
- Working with asbestos cement roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (Switchboards) containing asbestos
- Decontaminating the asbestos work area and equipment
Master Builders SA’s Technical courses provide theoretical and legislative knowledge behind each process, including installation requirements and best practice.

CONTENTS

- Timber Framing Code 58
- Wet Area Waterproofing - Internal 58
- Roof Trusses 59
- Building Inspections and Report Writing 60
- Interview Preparation for Licensing 60
- Property Development 61
An overwhelming majority of construction work failures are linked to faulty waterproofing and this course focuses on the Building Code of Australia (BCA), Australian Standard and Minister’s Specifications relating to waterproofing of wet areas. You will be instructed in installation methods, treatment, product application and best practice.

**PREREQUISITE**

There are no prerequisites for this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

**TOPICS COVERED INCLUDE**

- Common failures and reasons
- Wet area requirements under the BCA
- AS3740 Waterproofing of wet areas within residential buildings
- Minister’s Specifications
- Waterproofing membranes
- Component to component compatibilities

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 4.5hrs face to face contact time

**VENUE:** Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- MBA Member: CITB eligible $85.00
- MBA Member: CITB ineligible $145.00
- MBA Non Member: CITB eligible $120.00
- MBA Non Member: CITB ineligible $180.00

**INCLUDES:** Tea & coffee
Course materials

**DELIVERY:**
- 8.30am - 1.00pm, One session
  
  - 05/05/16
  - 04/08/16
  - 03/11/16

**CONTACT:** For further information including enrolment and venues please contact the Master Builders Training Department on 8211 7466
This course is tailored to incorporate the SA Government’s current Truss Implementation Plan that includes all areas of the Minister’s Schedule of Essential Training Elements (Trusses).

It also includes information on the Development Act powers of entry, expiation notice process, mandated approval and inspection requirements as a result of the Minister’s Truss Taskforce and The Development (Trusses) Variation Regulations 2010 under the Development Act 1993 that requires Building Work Supervisors involved with Truss Checklists to undertake this training.

This Regulation requires Building Work Supervisors to sign the checklist hence their need to understand the process and mandated completion of this course.

It covers all timber and steel truss installation requirements, including wall and roof framing.

You will learn what can (and has) gone wrong with existing installations and how to prevent such failures in the future.

**PREREQUISITE**

Building Work Supervisors must be registered with Consumer and Business Services (formerly OCBA). Other participants such as Certifiers, Local Government Inspectors, Trades and Designers have no prerequisites.

Participants who successfully complete the course will be issued with a Certificate of Attendance which includes a unique identifying number for each trained practitioner.

**TOPICS COVERED INCLUDE**

- Changes to the application, inspection and certification process and use of advisory notes, schedules and Regulation requirements.
- Use of checklists for approvals and inspections
- Implementation of Minister’s Taskforce recommendations
- Framing systems and other related standards. Diagonal bracing, top and bottom chord bracing, web ties, truss connections and girder brackets, load and non-load bearing walls. Batten splicing at critical locations.

**PRESENTATION:**

RTO 0646 Master Builders Association

**DURATION:**

6hrs face to face contact time

**VENUE:**

Master Builders Association
Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

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<tr>
<th>MBA Member:</th>
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<td>MBA Non Member:</td>
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**INCLUDES:**

- Tea & coffee
- Course materials
- Light lunch (daytime classes only)

**DELIVERY:**

Daytime classes
9.00am - 4.00pm, One session

- 20/01/16
- 23/03/16
- 18/05/16
- 20/07/16
- 21/09/16
- 23/11/16

Evening classes
5.30pm - 8.30pm, Two sessions

- 16/02/16 - 17/02/16
- 19/04/16 - 20/04/16
- 21/06/16 - 22/06/16
- 23/08/16 - 24/08/16
- 18/10/16 - 19/10/16
- 13/12/16 - 14/12/16

**CONTACT:**

For further information including enrolment and venues please contact the Master Builders Training Department on 8211 7466
This training course gives participants the background knowledge and the practical approach to carrying out pre-purchase and defect inspections and the related completion of comprehensive inspection reports to the required Australian Standard. This course may be seen by participants as a way to capitalise on their building and construction experience and knowledge and to provide a potential income in a new field of work. Participants are advised that experience is essential with potential new license requirements likely along with indemnity insurance requirements to become licensed in the future.

**PREREQUISITE**

This course requires the participant to:
- Hold an AQF level 3 or above qualification in a related building and construction area
- Have access to the National Construction Code (NCC) - Class 1 & Class 10 building
- Hold sufficient skills in reading and writing to be able to complete complex reports

Participants who attend this course for information only will be issued with a Statement of Attendance.

Participants who plan to seek work in pre-purchase inspections will be required to complete a full pre-purchase inspection and report at their chosen residential site within metropolitan Adelaide. They will, with the payment of an additional fee, attend a one-on-one session at this site where they will be assessed by our qualified inspector as to their competence in this field. Successful participants will be issued with a photo ID card as a ‘Master Builder Accredited Inspector’ and be placed on the MBA register for pre-purchase inspections. To maintain registration proof of voluntary annual CPD applies.

**TOPICS COVERED INCLUDE**
- Different inspection types
- Processes and tools used during the inspection
- Carrying out an actual on-site inspection
- Common building faults
- Duties of an inspector within the relevant legislation
- Working to an Australian Standard
- Planning and preparing the final reports
- Appropriate wording of findings for inclusion in the final inspection report

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 14hrs face to face contact time + external reading and inspections and assignments

**VENUE:** Master Builders Association
- Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- MBA Member:
  - CITB eligible: $750.00
  - CITB ineligible: $750.00
  - Additional accreditation: $400.00
- MBA Non Member:
  - CITB eligible: $950.00
  - CITB ineligible: $950.00
  - Additional accreditation: $400.00

**INCLUDES:** Tea & coffee, Course materials
- Morning tea & light lunch

**DELIVERY:** 9.30am - 4.30pm, Two sessions
- 27/01/16 - 28/01/16
- 29/03/16 - 30/03/16
- 25/05/16 - 26/05/16
- 26/07/16 - 27/07/16
- 27/09/16 - 28/09/16
- 24/11/16 - 30/11/16

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Building Inspections and Report Writing

Master Builders SA is providing assistance for people who are looking to obtain or upgrade their building licence. This assistance, which is provided by the Development and Technical Department, is aimed at upskilling people in preparation for their licensing interview.

The one-on-one meetings are set in a relaxed environment where we get to understand the customer’s needs and point them in the right direction. Our meetings are designed to simulate what a customer may experience when sitting an interview but in a stress free location.

**PREREQUISITEXES**
- Nearing or completed Certificate IV in Building & Construction with relevant requisite experience

**TOPICS COVERED INCLUDE**
- Current day laws
- Construction techniques
- General building issues
- Australian Standards

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 1hr face to face contact time

**VENUE:** Master Builders Association
- Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**
- MBA Member:
  - CITB eligible: $175.00
  - CITB ineligible: $175.00

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466

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This course is suitable for industry members who are new to property development, working for or intending to become a private property developer, are wanting to mitigate the risks and increase property development opportunities and industry members who are enterprising builders looking to improve project outcomes.

This course aims to develop skills and knowledge in the areas of creating, funding, controlling and coordinating the property development process from start to completion. The course will provide information on particular traits such as attention to detail, being responsive, adaptive and flexible and how these traits come into play during a project. It will also provide participants with access to real estate and property data analysis tools and the skills to determine the highest and best use for both residential and commercial opportunities.

**PREREQUISITES**

There are no prerequisites for this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

**TOPICS COVERED INCLUDE**

- Feasibility analysis
- Density in building design
- The four key assets in a deal
- How to find a project
- Special contract clauses
- What drives profitability
- Construction costing options
- Builder-developer construction role
- The iterative development process
- Financial constraints/sourcing capital
- Risk analysis and management
- Risk assessment and mitigation
- Researching the property market
- Overcoming regulatory constraints
- Discounted cashflow analysis
- Valuation methodologies
- The development process
- Marketing leasing to end users
- Managing tenants and property
- Disposal of assets

**PRESENTER:** RTO 0646 Master Builders Association

**DURATION:** 24hrs face to face contact time

**VENUE:** Master Builders Association

Level 1, 47 South Terrace, Adelaide

**INVESTMENT:**

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<tr>
<td>$1,950.00</td>
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**INCLUDES:** Tea & coffee, Course materials

**DELIVERY:** 5.30pm – 8.30pm, Eight sessions

- 02/02/16 - 22/03/16
- 04/05/16 - 22/06/16
- 03/08/16 - 21/09/16
- 12/10/16 - 30/11/16

**CONTACT:** For further information including enrolment please contact the Master Builders Training Department on 8211 7466
For a more personalised and tailored training experience, we offer a range of our courses ‘On Demand’ (outside our scheduled times). These classes can be customised to your business and delivered at a site suitable to you or in one of our training rooms at no extra cost.

A list of these courses can be seen below. Should you require ‘On Demand’ training on a course not listed below, please feel free to contact one of our Training Consultants to discuss.

Please note; minimum class sizes apply.

ON DEMAND COURSES

“On Demand’ courses include, but are not limited to:

MANAGING YOUR BUSINESS
• Conflict Management
• Leadership Training
• Management Skills
• Negotiation Skills
• Performance Management
• Contracts Administration

WORK HEALTH & SAFETY
• Emergency Warden Training (Fire Warden)
• Confine Small Workplace Emergencies
• Accident & Incident Investigation
• Asbestos Handling & Removal
• Dealing with Workplace Bullying
• Electrical Awareness
• Hazard Management & Risk Assessment
• Hazardous Substances & Chemical Safety
• Managing Heat in the Construction Industry
• Manual Handling
• Risk Management
• Safe Work Method & Environment Statements
• Safety Supervisor
• White Card
• Confined Space
• Confined Space with Breathing Apparatus
• Health & Safety Representative Level 1

TECHNICAL TRAINING
• Roof Trusses
• Wet Area Waterproofing - Internal

DESKTOP TRAINING
• Microsoft Office 2007 Upgrade
• Microsoft Outlook 2007
• Any of our regular courses or one of your choice
• 2010 MS Courses

Please phone us on (08) 8211 7466 or email training@mbasa.com.au for more information or to arrange your class.
TRAINING ROOM HIRE

If you have a function, seminar, meeting or training course, our well-equipped training rooms are available for hire at very competitive rates.

Room hire includes the use of:
- Tea and coffee facilities
- Note paper and pens
- Trainer/presenter laptop
- Lectern
- Whiteboards
- Data projector

ROOM HIRE RATES:

<table>
<thead>
<tr>
<th>VENUE</th>
<th>ROOM USE</th>
<th>SEATING (MAX)</th>
<th>COST MEMBERS*</th>
<th>COST NON-MEMBERS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Room 1</td>
<td>Training/Seminar</td>
<td>40 with desks (80 with chairs only)</td>
<td>$295 full day  $205 half day</td>
<td>$350 full day  $260 half day</td>
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<td>Training Room 2</td>
<td>Training/Meeting</td>
<td>20 with desks (40 with chairs only)</td>
<td>$225 full day  $155 half day</td>
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<tr>
<td>Training Room 3</td>
<td>Training/Meeting</td>
<td>20 with desks (40 with chairs only)</td>
<td>$225 full day  $155 half day</td>
<td>$285 full day  $205 half day</td>
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<tr>
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<tr>
<td>Long Room</td>
<td>Meeting</td>
<td>15 at boardroom table</td>
<td>$125 full day  $75 half day</td>
<td>$180 full day  $130 half day</td>
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<tr>
<td>Laptop Computers</td>
<td></td>
<td>10</td>
<td>$400 full day  $300 half day</td>
<td>$450 full day  $400 half day</td>
</tr>
</tbody>
</table>

*All prices + GST

Please ask for a Master Builders Training room hire form available from the Training department reception.

We can arrange other materials and catering as required at additional cost.

Please phone us on (08) 8211 7466 or email training@mbasa.com.au for further information.
MBA SA LEGAL - specialists in the building and construction industry

AN INDEPENDENT LEGAL PRACTICE BACKED BY MASTER BUILDERS SA, OFFERING:

- Legal services tailored to SA’s building and construction industry
- Highly competitive rates with significant discounts available to Master Builders SA’s members
- A commitment to providing timely, practical advice

WE SPECIALISE IN:

- Building and Construction
- Employment and Industrial
- Work Health and Safety
- Workers Compensation
- Commercial
- Debt Recovery and Insolvency
RESOURCES AND CONTACTS

We hope the following links and contact details may be of assistance to you not only in regards training but in other aspects of your business.

Please do not hesitate to contact us on 8211 7466 if we can be of any further assistance.

AUSTRALIAN APPRENTICESHIPS
australianapprenticeships.gov.au
Information on apprenticeships, traineeships, Australian Government incentives, Tool Allowance, apprentice allowances and contact details for your nearest Australian Apprenticeships Centre (AAC).

CONSTRUCTION INDUSTRY TRAINING BOARD (CITB)
citb.org.au
Phone: 8172 9500
Location: 5 Greenhill Road, Wayville
Apply for or refresh your CITB number, apprentice funding information, Doorways 2 Construction, careers information.

DEPARTMENT FOR ENVIRONMENT, WATER, HERITAGE & THE ARTS
environment.gov.au

CONSUMER AND BUSINESS SERVICES (OCBS FORMERLY KNOWN AS OCBA)
cbs.sa.gov.au
Phone: 8204 9644
Location: Level 3, Chesser House
91 - 97 Grenfell St, Adelaide
(Regional locations serviced through Service SA branches)
SA Building Work Contractor Licensing and Registration applications, requirements and information.

OFFICE OF THE TRAINING ADVOCATE
trainingadvocate.sa.gov.au
Phone: 1800 006 488
Location: Ground Floor
55 Currie Street, Adelaide
Advice on training, TTY for the deaf, language interpreting services, Auslan, training complaints.

SKILLS RECOGNITION SERVICES
work.sa.gov.au
Assessment and recognition of interstate or overseas qualifications or work skills, job pathways and employment services.

SAFework SA
safework.sa.gov.au
Phone: 1300 365 255
Location: Level 4, World Park A
33 Richmond Road, Keswick (Coffey building)
Email: help@safework.sa.gov.au

NATIONAL TRAINING INFORMATION
training.gov.au
(Formerly known as NTIS)
Thank you for choosing Master Builders SA as your training provider.

So we can process your payment accurately, please ensure you read the enrolment conditions on page 68 as this may impact your enrolment.

**ENROLMENT:**

- To enrol in a course, please complete the enrolment form on page 68 also available via our website - www.mbasaa.com.au.
- Ensure you have completed ALL mandatory fields (indicated by *) and that you have provided the participant’s FULL, legal name.
- The participant must sign and date the second page where indicated.
- The declaration must be signed in acceptance of the Cancellation/Transfer policy and must be signed by an authorised company representative where an enrolment is made on behalf of a staff member. The name on the declaration must be the person who has signed.
- Incomplete enrolment forms cannot be processed.
- Enrolments cannot be taken over the phone.

Once completed you may lodge your enrolment form via:

Fax: (08) 8461 8272
Email: training@mbasa.com.au or
In person: Level 1, 47 South Terrace, Adelaide

**Please Note:** Enrolment into nationally accredited courses or modules is only confirmed once participants have been fully informed of the course requirements, course fees and suitability of the chosen course for the participant.

**ARE YOU ELIGIBLE FOR CITB FUNDING?**

If you are an eligible worker, you may qualify for a training subsidy, to help with the cost of your training. Go to www.citb.org.au and register for your CITB ID card for discounted access to more than 600 short courses.

On receipt of a completed enrolment form and payment, your enrolment will be processed and a confirmation letter detailing course dates, times and location, will be mailed to you.

**NOTE:** Please ensure you read the confirmation carefully and advise us immediately of any amendments.

**Payment:**

- In order to claim the CITB Eligible rate, a valid CITB number must be available for us to claim at the time of enrolment. Where a valid CITB number is not provided, the full CITB Ineligible rate will be charged.
- The CITB number provided must belong to the individual participant – you cannot use another person’s or company’s CITB number. (We encourage you to visit the CITB website - www.citb.org.au - to verify your details)
- Payment must be received prior to course commencement. We are unable to confirm your place in the course without payment.
- Payment can be made by cash, EFT, eftpos, credit card or cheque. Cheques should be made out to Master Builders Association (SA) Inc and must be received at least five (5) working days prior to course commencement.

Please note that prices and course dates shown in this publication are subject to change without notice, however you will be advised prior to your enrolment being processed.
2016 TRAINING COURSE ENROLMENT FORM

Please forward the completed & signed enrolment form to:

email: training@mbasa.com.au

fax: (08) 8461 8272

mail: GPO Box 10014, Gouger St, Adelaide SA 5000

phone: (08) 8211 7466 for direct enquiries

FOR MBASA OFFICE USE ONLY

PCRN No: Signed □ Submitted □

AVETMISS data entered: Partial □ Completed □

Customer ID:

Invoice to:
Name: Customer ID:

---

TITLE: Mr □ Miss □ Mrs □ Ms □ Other □

GENDER: Male □ Female □

*SURNAME:

*GIVEN NAMES:

Have you changed your name since your last Enrolment with the MBASA? → If Yes, what was your previous name?

*DATE OF BIRTH: ______/_____/_____

( dd / mm / yyyy )

WHITE CARD – sited:

☐ Drivers Licence OR ☐ Passport:

*POSITION

USI NUMBER:

*CITB NUMBER:

*ADDRESS OF USUAL RESIDENCE:

Bldg Name: ___________ Unit Details: ______ Street No.: ______ Street Name: ______

Suburb: ___________ Postcode: ______

*MOBILE PHONE:

*EMAIL ADDRESS:

POSTAL ADDRESS:
(if different from above)

Bldg Name: ___________ Unit Details: ______ Street No.: ______ Street Name: ______

OR PO Box: ___________ Suburb: ___________ Postcode: ______

*EMERGENCY CONTACT:

Name: ___________ Relationship: ___________ PHONE NO: ___________

*COMPANY / BUSINESS DETAILS:

Name: ___________ Address: ___________ Postcode: ______

CONTACT PHONE No:

*MBA MEMBERSHIP No:

*COMPANY CONTACT PERSON:

*MBA POSITION:

Are you enrolling in a Full Qualification? (i.e. Certificate IV in Building & Construction)? YES □ NO □ (If you have answered YES, indicate qualification name below).

Full Qualification Name:

Course Name 1:

Start Date: ______/_____/_____

Price: ______

Course Name 2:

Start Date: ______/_____/_____

Price: ______

Master Builders Association South Australia’s Cancellation/Transfer Policy For Training Courses.

1. All transfers/cancellations must be in writing to Master Builders’ Training Department, preferably on the “Student transfer/cancellation form” which is available through Master Builders’ training reception or can be sent on request. It is the responsibility of the participant to confirm that their written transfer/cancellation has been received by the Master Builders Training Department.

2. Enrolments transferred/cancelled more than five (5) working days prior to the commencement of the training may receive a full refund of the invoiced fee or be transferred to the next available course on written request.

3. Enrolments transferred/cancelled between five (5) and three (3) working days prior to the commencement of training, may be refunded 50% of the invoiced fee or be transferred to the next available course on written request.

4. Where an enrolment is transferred/cancelled two (2) working days or less prior to commencement of a course (without medical evidence), the full fee, at the appropriate Member/Non-member, CITB eligible/ ineligible fee as detailed in the current course calendar, is charged. Transfers will be re-enrolled to the next available course date and will remain liable for the appropriate Member/Non-Member, CITB eligible/ ineligible fee as detailed in the current course calendar.

5. Should any nominated person be unable to attend a training program, the Member/Non-Member may substitute another participant at any time prior to the training commencing, providing that the new participant holds the same eligibility as the original participant.

6. An enrolment under points 2, 3 and 5 may be transferred or substituted once only. Subsequent transfers/substitutions will incur a $30 administration fee.

7. Participants who do not transfer or cancel their enrolment and/or fail to attend the course for which they are enrolled will remain liable for the appropriate Member/Non-Member, CITB eligible/ ineligible fee as detailed in the current course calendar.

8. The Master Builders Association reserves the right to cancel any training initiative or postpone it to an alternative date. All registered participants affected by such postponement will receive a full refund or be offered the opportunity to transfer to the next available training course.

9. Certificates and/or Statement of Attainments, including results, will only be issued upon receipt of the full invoiced fee and the condition the Master Builders member has no outstanding debt with the Association that is greater than 30 days.

10. Where a participant is enrolled under the Company’s Master Builders association membership, responsibility for any cancellation penalties remains with the Master Builders member.

11. This policy and other relevant training information is available in the “Participant Handbook”. Refer to www.mbasa.com.au under “Training Information”.

☐ (please tick) – I have read and agree to the above conditions of enrolment and declare that the information provided on this form is, to the best of my knowledge, true & correct. My payment method is outlined over the page.

*Participant’s Signature: Date: ______/_____/_____

*Company’s Authorised Officer Name & Signature: Date: ______/_____/_____

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Page 1 of 4
**TRAINING COURSE DATA** → Please complete the following statistical data regarding your enrolment:

Have you completed the questions below on a previous MBASA enrolment form in this calendar year?

Yes □ → If Yes, and if NOTHING HAS CHANGED from your previous enrolment, go to the bottom and SIGN this page.
No □ → If No, new participants must provide the appropriate answers to the following 10 questions and sign:

1. Do you speak a language OTHER THAN ENGLISH at home?
   No □ Yes □ → Other language is: __________________________
   If you DO SPEAK ANOTHER LANGUAGE, how well do you speak and understand ENGLISH?
   Very Well □ Well □ Very Little □ Not at all □

2. In which country were you born?
   Australia? □ Other Country? □
   Other Country - I was born in ____________________________

3. Are you of Aboriginal or Torres Strait Islander origin?
   Neither □ Aboriginal □ Torres Strait Is □ Both □

4. Are you still attending secondary school?
   Yes □ No □

5. Tick the highest level you completed in school?
   □ Year 12 or Equivalent
   □ Year 11 or Equivalent
   □ Year 10 or Equivalent
   □ Year 9 or Equivalent
   □ Year 8 or Below
   □ Never Attended School

6. In which calendar year did you leave school? (i.e. 1978) ________

7. Have you successfully completed any other formal qualifications?
   No □ Yes □ → If Yes, tick (✓) a box below
   □ Bachelor Degree or Higher Degree
   □ Advanced Diploma or Associate Degree
   □ Diploma or Associate Diploma
   □ Certificate IV or (Advanced Certificate/Technician)
   □ Certificate III (or Trade Certificate)
   □ Certificate II
   □ Certificate I
   □ Certificates other than mentioned

8. Do you consider yourself to have any special needs i.e. dietary /disability /impairment or long term condition/s?
   No □
   Yes □ → If yes, please comment/describe condition/s below:

9. Of the following categories, which best describes your current employment status?
   □ Full-time employee
   □ Part-time employee
   □ Self-employed – not employing others
   □ Employer
   □ Employed – unpaid worker in a family business
   □ Unemployed – seeking full-time work
   □ Unemployed – seeking part-time work
   □ Not employed – not seeking employment

10. Of the following categories, which best describes your main reason for undertaking this study course?
    (Tick (✓) the most appropriate box - one box only)
    □ Get a job
    □ To develop my existing business
    □ To start my own business
    □ To try for a different career
    □ To get a better job or promotion
    □ It was a requirement of my job
    □ I wanted extra skills for my job
    □ To get into another course of study
    □ For personal interest or self-development
    □ Other reasons

   **Note:** The above information is for statistical purposes only and is required to be reported to various government agencies as part of Master Builders Association’s registration as a Registered Training Organisation (RTO). Master Builders Association will not pass on personal information gained to any third party without your prior written consent. If you are participating in training arranged by your employer, information such as results may be provided to appropriate personnel within your organisation.

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Participant’s Signature: ___________________________________________ Date: _______/_____/______

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**Payment Method** → Outline your payment method - **Full payment must be made when enrolling**

☐ Payment in person with cash or credit card at the time enrolment form is submitted

☐ Credit my:… □ VISA □ MASTERCARD (other cards not accepted) payment will be deducted within 48 hours of receiving enrolment form

Name on Card __________________________________________________________ Card Number: ______-____-____-____

CVN No ______ Expiry Date ____/____ Signature of Card Holder

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FOR MBASA OFFICE USE ONLY:
The payment details have been erased by: Initial: __________________ Date: _______
PURPOSE AND PROCESS
The policy relates to participants who are undertaking building & construction qualifications and are:

• Current workers in the building and construction industry
• Mature age new entrants to the building and construction industry
• School leavers wishing to enter the building and construction industry

Or

Participants who are undertaking Work Health & Safety qualifications and are:

• Current workers in the building and construction or allied industries which have similar levels of WH&S compliance
• Mature age new entrants to the building and construction industry

A requirement of the two training packages relating to work health & safety and building and construction is that participants have access to industry workplaces to complement their learning and assessment activities. All Master Builders participants are required to provide third party work-based evidence reports from their employer or work placement host which is used as supplementary evidence of the student’s workplace competency. To this end, each student will need to be either employed (Current worker) in an appropriate industry (depending on the qualification outlined above) or complete a minimum number of hours of relevant workplace placement (Mature age new entrant or school leavers).

Participants will be responsible for arranging their own work placement; however Master Builders will provide support as outlined in the “Work Placement Support” section detailed later in this document.

Participants will be required to sign an agreement form with Master Builders stating that they will carry out the following if not already employed in the industry (i.e. not a Current worker):

1. That they will secure work-placement within four weeks of commencing any qualification
2. They will undertake at least the minimum hours of expected work-placement and maintain a record of same through a workplace diary
3. They will abide by general conduct rules within the workplace
4. They will abide by all WH&S obligations including holding a White Card
5. They will discuss their learning with their work placement host and seek experience according to their current subject matter wherever possible

Similarly, work placement hosts will be required to sign an agreement form stating that they will:

1. Provide a safe workplace experience for the student
2. Provide meaningful activities or work shadowing opportunities for the student
3. Discuss with their staff the reasons for the student being in their workplace and encourage a learning environment
4. Complete third party work-based evidence reports of the student relative to the competencies which make up the qualification being studied

PAYMENT FOR WORK RENDERED
Participants engaged in work placements will not be paid or receive a material reward. All insurance, legal and industrial arrangements in relation to work placements exist on the understanding that an employer/employee relationship is not established.

It is in the work placement provider’s interest not to create an employment relationship because if the student causes loss or damage as a result of his/her actions, then any subsequent civil action could result in the work placement provider being held responsible.

STUDENT EXPENSES
Participants may incur some minor expenses related to work-placement including:

• Travel costs to the worksite - dependant on the location of the placement
• Personal protective equipment (PPE) which includes:
  • high-visibility vest
  • long sleeve shirt
  • long trousers
  • safety boots
  • safety glasses
  • hearing protection
  • hard safety helmet
• Approximate cost of $250

For the full, unabridged version of the MBA SA Work Placement Policy, please refer to the ‘Participant Handbook’ available at the MBA SA Training reception and/or the MBA SA website (www.mbasa.com.au)
MBA SA STUDENT WORK PLACEMENT AGREEMENT

By signing this form I understand and agree that, if I am not already employed in the building & construction industry (i.e. not a current worker), I must:

1. Secure work-placement within four weeks of commencing my qualification
2. Undertake at least the minimum hours of expected work-placement and maintain a record of same through a workplace diary
3. Abide by general conduct rules within the work place
4. Abide by all WH&S obligations including holding a current White Card
5. Discuss my learning with my work placement host and seek experience according to my current subject matter wherever possible

I have read and understood my obligations under this Work Placement Policy.

Student Name:

Student Signature:

Date:

CONSENT TO COLLECTION AND USE OF PERSONAL INFORMATION

I acknowledge and agree that:

- Master Builders Association of SA Inc (‘Master Builders’) collects, stores and uses personal information and sensitive information, including your Unique Student Identifier (USI), ID photo, health and disability information (‘Personal information’) in accordance with the Master Builders Privacy Policy and the Australian Privacy Principles (APPs). Master Builders collects, stores and uses personal information when necessary for, and relevant to, Vocational Education & Training (VET) activities undertaken by the individual and other related purposes.
- Master Builders may be required to share my Personal Information with:
  - staff, contractors and trainers of the Master Builders;
  - the Minister, his servants agents and/or contractors;
  - other South Australian government agencies (including VET regulators, Boards of Study) responsible and/or involved in training and education (whether accredited or not), including but not limited to administering, funding, reporting, auditing, researching, monitoring training and/or compliance;
  - Commonwealth government agencies (including VET regulators/Admission bodies) responsible and/or involved in training and education (whether accredited or not), including but not limited to administering, policy development, funding, reporting, auditing, researching, monitoring and/or compliance;
  - government agencies (including VET regulators and schools), other current and former Registered Training Organisations (RTOs) and private schools in any Australian state or territory responsible and/or involved in the training and education (whether accredited or not), including but not limited to administering, policy development, funding, reporting, auditing researching, monitoring and/or compliance; other agencies that provide services to Master Builders Training (including the National Centre for Vocational Education & Research (NCVER) and others contracted by the Student Identifiers Registrar to assist in administering the USI).
  - Master Builders will not otherwise disclose my information (including my USI) without my consent unless authorised or required by law.
  - by providing my Personal Information to Master Builders, I am consenting to Master Builders contacting me during or after I have ceased my training or education for the purposes of:
    - statistical reporting in respect to training outcomes and marketing of MBA SA services;
    - undertaking an evaluation of the training;
    - promoting the training;
    - assessing quality of training;
    - recording the information about my training;
    - reporting on the use of funding;

[To see the full Master Builders’ Privacy Policy, visit www.mbasas.com.au/privacy or make a request by contacting us. The privacy policy contains information about how you may access or correct information held about you, and how to make a privacy complaint].

The USI privacy statement can be found at: http://www.usi.gov.au/pages/privacy-policy

I understand and acknowledge that giving of false or misleading information is a serious offence. I have read the above information and hereby consent to the collection, storage and use of my personal information (including sensitive information) by Master Builders in the manner outlined.

Print full name:

Signature:

Date:

Note: If person giving consent is under 18 years of age at the time of giving consent, then the consent of their guardian is required as below. In accordance with the APPs, “Personal Information” is information or an opinion about an identified individual, or an individual who is reasonably identifiable. “Sensitive Information” is sensitive information as defined in the Privacy Act.

Guardian name:

Guardian Signature:

Date:

QUALIFICATION / COURSE DESIGN

For Building & Construction qualifications/courses only

I acknowledge and understand that the qualification/course I have enrolled to complete is designed for the residential and commercial sectors of the building & construction industry. I understand that the qualification/course I have enrolled to complete is not designed for the civil sector.

Print full name:

Signature:

Date:
ARE YOU CURRENTLY COMPLETING ANY OF THE FOLLOWING QUALIFICATIONS OR ACCREDITED COURSES WITH MBA SA?

- Any Certificate IV qualification or part thereof
- Any Diploma qualification or part thereof
- White Card
- Safely Working at Heights
- Fast Track

If YES, from January 2015 the Government requires all students to hold a Unique Student identifier (USI).

WHAT IS USI?

- A unique 10 character national student identifier
- Provides you with easy access to all your personal training records
- Lists your training records from all national providers (not just MBA SA)
- Accessible online from a computer, Tablet or smart phone anywhere, anytime

HOW TO APPLY?

- You will need access to at least one of the following forms of ID:
  - Drivers Licence
  - Medicare Card
  - Australian Passport
  - Visa (with Non-Australian Passport)
  - Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
  - Certificate Of Registration By Descent
  - Citizenship Certificate
  - ImmiCard

Option 1

- Create your own by logging on to www.usi.gov.au

Option 2

- MBA SA Training Department can create one for you
- This option can only be completed in person at MBA SA

Statements of Attainment and Awards will only be issued if you have provided your USI number to MBA SA.

For more information contact the Training Department on 8211 7466 or at training@mbasa.com.au
LEARN NEW SKILLS

WITH 500+ FREE AND SUBSIDISED COURSES, YOU’LL FIND ONE THAT SUITS YOU.

Register for your free CITB Training Card. citb.org.au | 8172 9500