

# TRAINING CALENDAR

## J A N U A R Y - J U N E

# 2015



## Keeping our Industry Up to date

One of the ways Master Builder tries to keep members up to date is through our training program.

Our Training Calendar for the first half of 2015 contains a comprehensive range of training courses that will benefit all members and those engaged in our industry. Updating your skills and those of your staff and contractors is an ongoing challenge but an important responsibility for any successful business.

The increasing expectations of clients and regulators means that we need to keep up to date with a diverse range of issues that will help us achieve safer work practices, more productive construction methods, more sustainable buildings and improved customer service.

Master Builders' latest training calendar will provide you with better skills and knowledge that will help you to improve your bottom line. So plan ahead and seriously think about training yourself and your team at convenient times in 2015.

I would also recommend that you take advantage of any quieter times in your business to train your staff, including your apprentices. They will appreciate your commitment to their skills development and your business will also benefit as a result.

Master Builders continues to invest considerable resources to grow our training services in both metropolitan Perth and regional WA. We have established first class Training Centres in Geraldton, Albany and Bunbury as well as Jolimont. Our aim is to provide more customized training and lots more relevant new courses to meet the needs of members in a practical and timely manner.

Members may also wish to attend a course at Master Builders' Building Leadership Simulation Centre in Melbourne. More information about this training facility can be obtained from [www.blsc.com.au](http://www.blsc.com.au).

As the number of our training courses grow, so too do our training providers. I take this opportunity to acknowledge their commitment to our vision.

Please continue to provide our training department with any feedback on our training programs or any suggestions for future courses, including customized training for your business. In the meantime, I encourage you to circulate our training calendar widely within your team for their consideration.



Michael McLean  
Executive Director

## Contact The Master Builders Training Team

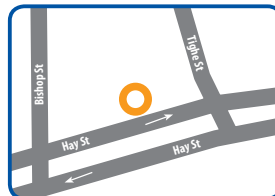
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JOLIMONT

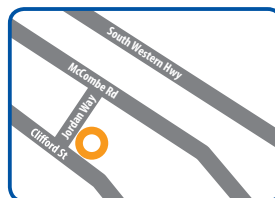
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BUNBURY

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GERALDTON

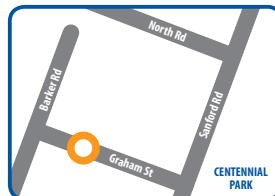
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ALBANY

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Master Builders Training is proud to offer quality training that is provided by qualified trainers that have relevant industry experience. Through our bulk billing agreement with the Construction Training Fund we have reduced the paperwork and continue to provide affordable training.

We are currently undertaking a review of the services in line with our strategic purpose .

***“The strategic purpose of training is to deliver relevant, quality training that is efficient, affordable and sustainable to increase the skills and knowledge in the building and construction industry in WA.”***

We will be increasing the qualifications and units of competency on our Registered Training Organisations scope. We will be seeking greater feedback and input from industry through members and others.

As a business unit of Master Builders, our aim is to be the provider of choice for our members and we remain flexible for customised training, onsite training, or current training on dates other than those listed in this calendar or on our website. Please feel free to discuss your needs with myself or my staff on 9441 8000 or via email to [training@mbawa.com](mailto:training@mbawa.com)

From the Master Builders Training Centre we offer a full range of safety services such as safety training courses, safety management plans, site safety audits and safety advice.

We have a full time apprentice engagement officer who provides employers advice about taking on an apprentice or advice to anybody wishing to become an apprentice in the construction industry.

Thank you.

Neil Du Rand

*Training Director – Master Builders Western Australia*

**Neil Du Rand**

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## Business Courses

|   | TIME             | JAN | FEB | MAR | APR | MAY | JUN |
|---|------------------|-----|-----|-----|-----|-----|-----|
| <b>CUSTOMER SERVICE</b><br>In today's price-sensitive economy, everyone on your team needs to be willing to do whatever it takes to "wow" your customers – it's the only way to stand apart from your competitors and win the business.   | 8.30am – 12.30pm |     |     | 6   |     |     |     |
| <b>EXCEL – Basic</b><br>On this course you will learn how to use the basic functions, including how to create and format a spreadsheet, how to use formula and how to create a variety of charts to display spreadsheet data.   | 8.30am – 12.30pm |     | 3   |     | 13  |     | 12  |
| <b>EXCEL – Intermediate</b><br>On this course you will learn how to format spreadsheets, use formulas on data in a spreadsheet and creating charts from the data.   | 8.30am – 12.30pm |     | 18  |     | 24  |     | 19  |
| <b>MYOB</b><br>This 4 hour course is designed to give you the skills and knowledge needed to record day to day accounting/financial activities and process day to day transactions accurately and efficiently in accordance to accounting standards.  | 12.00pm – 4.00pm | 22  |     | 24  |     |     |     |
| <b>STRESS MANAGEMENT</b> (workshop)<br>Learn about the 6 simple well-being strategies to manage stress. Find out what creates stress and tension and how to tame your thoughts and manage your emotions and a lot more in this 4 hour course.   | 8.30am – 12.30pm |     | 13  |     |     |     |     |
| <b>SUCCESSFUL SELLING</b> (workshop)<br>If you want to improve sales performance, get sales faster and keep customers longer, then this course is definitely for you. Create your own personal sales plan makeover and stop wasting time with tactics that produce little or mediocre results so that you can start creating magnificent success in any sales environment you choose. | 8.30am – 12.30pm |     |     | 13  |     |     | 19  |
| <b>TIME MANAGEMENT</b><br>In this 4 hour course, the focus is on goal setting, prioritising and planning. We cannot manage time – the fact is we all get allocated the same number of hours every day – what we can manage however, is the activity we choose to fill our time with. And this is the secret to high personal productivity.  | 8.30am – 12.30pm |     | 6   |     | 17  |     |     |
| <b>WORKPLACE COMMUNICATION</b><br>With a multi-cultural workforce, it is essential that managers, supervisors, team leaders and safety officers understand how to communicate effectively. People's lives, and your bottom line, depend on it. This course covers how to get the best from people and how to communicate effectively for results at work.                             | 8.30am – 12.30pm |     | 24  |     |     | 15  |     |

## Construction Skills Courses

|  | TIME             | JAN | FEB | MAR | APR | MAY | JUN |
|--|------------------|-----|-----|-----|-----|-----|-----|
| <b>ATTACH CORDS AND PLUGS</b> UEENEEP024A<br>Attaching cords and plugs to electrical equipment for connection to a single phase 250 volt supply.<br><i>The Registered Training Organisation Frontline Safety and Training 50791 will be the RTO issuing this qualification.</i>  | 1.30pm – 4.00pm  |     | 12  |     |     | 20  |     |
| <b>IDENTIFY REQUIREMENTS FOR SAFE TILT-UP WORK</b> CPCCCM1016A<br>This course is for all persons who work with tilt up panel construction.<br><i>The Registered Training Organisation Frontline Safety and Training 50791 will be the RTO issuing this qualification.</i>  | 12.00pm – 4.00pm |     | 3   |     | 7   |     |     |
| <b>PORTABLE ELECTRICAL TESTING &amp; TAGGING</b> UEENEEP026A<br>This course teaches participants the necessary skills and knowledge that will enable them to inspect, test and tag portable electrical equipment in accordance with WA regulations.<br><i>The Registered Training Organisation Frontline Safety and Training 50791 will be the RTO issuing this qualification.</i>   | 8.00am – 1.00pm  |     | 12  |     |     | 20  |     |
| <b>SCAFFOLD REQUIREMENTS</b><br>This course is aimed at persons who have on-site responsibilities, but who do not need be a Scaffolder.  | 8.30am – 3.30pm  |     |     | 12  |     |     | 16  |
| <b>SUPERVISE TILT-UP WORK</b> CPCCBC4022A<br>Supervise-Tilt Up Work provides participants with the necessary knowledge and skills to equip participants to supervise work in tilt-up construction. The course provides theoretical instruction and practical application of safe tilt-up construction procedures.<br><i>The Registered Training Organisation Frontline Safety and Training 50791 will be the RTO issuing this qualification.</i> | 8.30am – 4.30pm  |     | 25  |     | 22  |     |     |

## Contracts and Administration Courses

|   | TIME             | JAN | FEB | MAR | APR | MAY | JUN |
|---|------------------|-----|-----|-----|-----|-----|-----|
| <b>BASIC CONTRACT ADMINISTRATION</b><br>Topics covered in the course include: Understanding the Contract, The BIG three – Variations, Delays & Defects and Communication and Dispute Resolution. Participants are encouraged to bring the contracts they use to the course. This will provide them with a greater understanding of the documents they use and where to find relevant provisions.  | 8.30am – 12.30pm | 21  |     |     | 9   |     |     |
| <b>CONTRACT MANAGEMENT</b><br>Lack of knowledge and understanding of building contracts is the cause of numerous unprofitable building projects. The contract provides the basis for the scope of work, getting paid, managing time and quality issues, documenting project management and resolving disputes. You need to work through the contract as you work through the job. This full day course will give you the knowledge required.  | 9.00am – 4.00pm  |     | 17  |     |     | 18  |     |
| <b>DIY DEBT COLLECTION</b><br>Owed money? Don't want to spend good money chasing bad? You don't have to. You can simply do your own debt collection, using the tools that your contract and the legal system office. No expensive legal bills!  | 8.30am – 12.30pm |     |     |     | 14  |     |     |
| <b>EFFECTIVE BUSINESS WRITING SKILLS</b><br>Does your writing perform and impress? In today's world, we all need to communicate effectively in writing. Come and learn how to write with simplicity, clarity and impact.  | 12.00pm – 4.00pm |     | 23  |     |     | 25  |     |
| <b>LAWS AND RULES SPECIFIC TO REGISTERED HOME BUILDERS</b><br>The registered home builder faces great challenges! Home building is more emotionally charged and more heavily regulated than the rest of the construction industry. This course covers the extra rules that apply to Home Building Contracts under \$500,000 and the best ways of managing these contracts. It also looks at the consumer protection laws that apply uniquely to this market. A must for all registered home builders! | 12.00pm – 4.00pm | 20  |     | 16  |     |     | 9   |
| <b>NEGOTIATION SKILLS</b><br>Whether you're deciding between Pizza or Thai, negotiating a multi-million dollar contract, or arguing over a dividing fence – any interaction between different people requires negotiation skills. Learn the technique and skills of an effective negotiator and how to avoid falling victim to bullies.   | 12.00pm – 4.00pm |     | 4   |     |     | 14  |     |
| <b>THE LAW IN CONSTRUCTION</b><br>The 'one stop' course covering all the major contractual and legal issues particular to the construction industry – a one day investment for a career-long return.  | 8.00am – 4.00pm  |     | 10  |     | 21  |     |     |

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## Energy Efficiency & Sustainability Courses

|  | TIME            | JAN | FEB | MAR | APR | MAY | JUN |
|--|-----------------|-----|-----|-----|-----|-----|-----|
| <b>BCA 2013 VOLUME TWO – RESIDENTIAL ENERGY EFFICIENCY</b> <ul style="list-style-type: none"> <li>• <b>Optional Solutions (Part 1)</b><br/>Explains the differences between Performance Based solutions and Deemed-to-Satisfy solutions and explores the D-t-S options of using an energy rating (software solution) versus using the elemental provisions. Pros and cons of various software options are investigated and minimum compliance reporting requirements for building approvals are detailed.</li> <li>• <b>Elemental Provisions (Part 2)</b><br/>Examines the Deemed-to-Satisfy provisions for elemental provisions in detail, including Building Fabric, External Glazing, Building Sealing and Air Movement. Minimum compliance levels are explored and optional types of construction systems compared.</li> <li>• <b>Services &amp; WA Additions (Part 3)</b><br/>Explores BCA requirements for services, including hot water systems, heating and cooling ductwork, artificial lighting, pool and spa heaters and water use. Worked examples of the Lighting Calculator (and options) are reviewed.</li> </ul> | 8.00am – 4.00pm |     | 5   |     |     |     |     |
| <b>BCA 2013 VOLUME ONE – COMMERCIAL ENERGY EFFICIENCY</b> <ul style="list-style-type: none"> <li>• <b>Optional Solutions (Part 1)</b><br/>Explains the differences between Performance Based solutions and Deemed-to-Satisfy solutions and explores the methodology for application of Verification methods. Differences between Class 2 to 9 buildings will be detailed. Minimum compliance documentation will be showcased.</li> <li>• <b>Elemental Provisions (Part 2)</b><br/>Examines the Deemed-to-Satisfy provisions for elemental provisions in detail, including Building Fabric, Glazing and Building Sealing. Minimum compliance levels are explored and optional types of construction systems compared.</li> <li>• <b>Services (Part 3)</b><br/>Explores BCA requirements for services, including air-conditioning and ventilation systems, artificial lighting and power, hot water systems, swimming pool and spa pool plant. Worked examples of the Lighting Calculator (and options) are viewed.</li> </ul>   | 8.00am – 4.00pm |     |     |     |     | 7   |     |



## CONSTRUCTOR

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## Master Builders Green Living Courses

Master Builders Green Living course comprises of 6 parts, in 2 hour sessions. All parts of the Green Living course applies to Residential buildings only (Class 1 and 2)

- GREEN LIVING PRINCIPLES AND PROJECT PLANNING (Part 1)**

Explains how the Green Living approach can help you position your business. Recognises how your practices affect the environment and why it matters. Allows you to implement practical actions, utilise a range of business opportunities and explains the benefits to customers. Green Living principles are explained in detail as well as how you can use the principles as a basis for decision making in your daily practice. Allows you to identify opportunities and constraints, set project specific goals, develop and prioritise strategies. This is the first of a six part series on Green Living.

- CONCEPT DESIGN AND SITEWORKS (Part 2)**

Explains how to apply the Green Living principles. Recognises the importance of determining outcomes early in the project. Explores the principles of good design. Allows you to assess the strengths and weaknesses of a design concept. Introduces a check list method to assist with decision making and recommends strategies for improvement. Explores the sustainability issues relevant to site works. This is the second of a six part series on Green Living and it is recommended that Part 1 is completed before undertaking this unit.

- FRAMING AND STRUCTURE AND BUILDING ENVELOPE (Part 3)**

Explores the relevant sustainability issues. Applies principles for energy and greenhouse gas emissions relative to materials use and selection. Explores the most important issues to be considered and allows you to develop and prioritise strategies based on likely impact and implementation effort. Assists with selection of appropriate insulation, glazing, wall and roofing materials. This is the third part of a six part series on Green Living and it is recommended that Parts 1 & 2 are completed before undertaking this unit.

- WATER MANAGEMENT AND LANDSCAPE (Part 4)**

Explains the important issues to consider in relation to water management and landscaping. Explores methods to apply water management principles, prioritise strategies and implement effective strategies for reducing, reusing and recycling water. Reviews basic principles of earlier modules. This is the fourth of a six part series on Green Living and it is recommended that Parts 1 to 3 are completed before undertaking this unit.

- ENERGY MANAGEMENT (Part 5)**

Explains the important issues to consider in relation to energy systems. Explores methods to apply energy and greenhouse principles, prioritise strategies and implement effective strategies for reducing energy use and for on-site renewable systems. Assists with selection of hot water systems and lighting systems. Explores ways of minimising the need for heating and cooling systems. This is the fifth of a six part series on Green Living and it is recommended that Part 1 to 4 are completed before undertaking this unit.

- INTERIOR FITOUT AND BUSINESS STRATEGY (Part 6)**

Explains the important issues to consider in relation to internal fitout. Explores methods to apply materials use and selection principles, prioritise strategies and implement effective strategies for use of materials and appliances. Allows you to implement changes to your business that capture opportunities associated with Green Living. Allows you to market your Green Living approach effectively and suggests ways to improve your business by offering better customer service options of discussing sustainability options and trends. This is the sixth of a six part series on Green Living and it is recommended that Parts 1 to 5 are completed before undertaking this unit.

| TIME            | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|-----|-----|-----|-----|-----|-----|
| 8.00am – 4.00pm |     |     |     | 15  |     |     |
| 8.00am – 4.00pm |     |     |     | 29  |     |     |

## Next Step Builder Courses

### NEXT STEP BUILDER

This is a 2 hour information seminar to guide you through the process of applying for registration as a builder. The requirements for registration are outlined, together with general advice on how to prepare your submission to comply with the Building Commission.

| TIME            | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|-----|-----|-----|-----|-----|-----|
| 4.00pm – 6.00pm |     |     | 10  |     |     |     |



## Project Management Courses

|   | TIME            | JAN | FEB | MAR | APR | MAY | JUN |
|---|-----------------|-----|-----|-----|-----|-----|-----|
| <b>MS PROJECT 2013 – BASIC</b><br>This course teaches the core skills in developing project schedules and the essential knowledge you need for using Microsoft Project. It sets a solid foundation for applying Microsoft Project practically in your work environment.   | 8.30am – 4.00pm |     | 2   | 9   | 13  | 11  | 8   |
| <b>MS PROJECT 2013 – INTERMEDIATE / ADVANCED</b><br>This course teaches more strategies to boost your productivity, results and analysis capability with Microsoft Project. This course is backed with real life building industry examples, with relevant construction case studies, exercises and scenarios used. | 8.30am – 4.00pm |     | 16  | 23  | 20  | 25  | 22  |

## Safety Courses

|   | TIME             | JAN | FEB        | MAR | APR | MAY                  | JUN        |
|---|------------------|-----|------------|-----|-----|----------------------|------------|
| <b>ACCIDENT INVESTIGATION &amp; REPORTING</b> BSBOHS508B<br>This 1 day program is designed to assist the development of skills and knowledge to successfully complete a workplace accident investigation.<br><i>The Registered Training Organisation Frontline Safety &amp; Training 50791 will be the RTO issuing this qualification.</i>  | 8.30am – 4.30pm  |     |            | 12  |     |                      | 23         |
| <b>5 DAY SAFETY REPRESENTATIVE COURSE</b><br>This is a WorkSafe approved course which will provide Safety & Health representatives, Supervisors, Managers and other employees with the knowledge and skills to effectively perform their roles as safety representatives in terms of the OSH legislation. No pre-requisites are required to attend this course.   | 8.30am – 3.30pm  |     |            |     |     | 7,8<br>18,19<br>& 26 |            |
| <b>JOB SAFETY ANALYSIS</b><br>This course will provide participants with an understanding of the steps involved in the development of a Job Safety Analysis (JSA).  | 12.00pm – 4.00pm |     |            |     | 9   |                      | 11         |
| <b>LEADERSHIP IN OHS FOR SUPERVISORS &amp; MANAGERS</b><br>This course is applicable to all Site Supervisors, Managers, Project Managers and Administrators to improve and manage safety in their workplace.  | 8.30am – 4.00pm  |     | 5          |     |     | 12                   |            |
| <b>MONITOR A SAFE WORKPLACE</b><br>This course is applicable to workers with supervisory responsibilities for implementing and monitoring the organisations WHS policies, procedures and programs in a work area.   | 8.30am – 12.30pm |     | 13         |     |     | 8                    |            |
| <b>PERFORM BASIC EMERGENCY LIFE SUPPORT</b> HLTAID002<br>This accredited course will provide you with the skills and knowledge to recognise and respond to life threatening emergencies in a range of situations.<br><i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification.</i>   | 8.00am – 4.00pm  |     | 17         | 24  |     | 21                   | 24         |
| <b>PERFORM RESCUE FROM A LIVE LV PANEL &amp; CPR</b> UETTDRRF06B & HLTAID001<br>This course covers the performance of rescue procedures from live Low Voltage (LV) apparatus. It includes responsibilities for health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work and to manage a casualty showing no response and not breathing normally, including Cardiopulmonary Resuscitation (CPR).<br><i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification.</i> | 8.30am – 3.30pm  |     |            |     | 23  |                      |            |
| <b>PROVIDE FIRST AID (2 DAYS)</b> HLTAID003<br>This accredited course provides an excellent general grounding in first aid and will enable you to perform appropriate first aid procedures and basic life support skills.<br><i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification.</i>   | 8.00am – 3.30pm  |     | 24<br>& 25 |     |     |                      | 15<br>& 16 |
| <b>RESTRICTED ASBESTOS REMOVAL</b><br>Allows people to remove amounts exceeding 10 square metres of bonded (non-friable) asbestos. The license will be valid for three years and there is no pre-requisite for this course. WorkSafe approved course.   | 8.30am – 12.30pm |     | 10         |     |     | 5                    |            |
| <b>WORK SAFELY AT HEIGHTS</b> RIIOHS204A<br>This unit specifies the competency required to undertake safe working practise when working at heights. This course is appropriate for those working on construction sites.<br><i>The Registered Training Organisation MTACS Group 52053 will be the RTO issuing this qualification.</i>  | 8.00am – 4.00pm  |     |            | 5   |     | 12                   |            |
| <b>WORK SAFELY IN THE CONSTRUCTION INDUSTRY</b> CPCCOHS1001A<br>Work Safely in the Construction Industry course is for ALL persons who undertake construction work.<br><i>The Registered Training Organisation Master Builders Association of Western Australia 5101 will be the RTO issuing this qualification</i>   | 8.00am – 12.30pm | 23  |            |     | 16  |                      |            |

## Technical & Specifications Courses

|  | TIME             | JAN | FEB | MAR | APR | MAY | JUN |
|--|------------------|-----|-----|-----|-----|-----|-----|
| <b>BCA 2015 VOLUME ONE UPDATE – COMMERCIAL PROVISIONS</b><br>A number of changes are included in the new BCA 2015 that will affect the way buildings are designed and built. This course will provide participants with the latest amendments to the BCA in plain English. This session will focus on changes to the commercial building requirements in Volume 1 of the BCA. This will include the referenced Australian Standards, BCA changes and documentation required to meet the new minimum standards. | 8.30am – 12.30pm |     |     |     |     | 21  |     |
| <b>BCA 2015 VOLUME TWO UPDATE – HOUSING PROVISIONS</b><br>A number of changes are included in the new BCA 2015 that will affect the way buildings are designed and built. This course will provide participants with the latest amendments to the BCA in plain English. This session will focus on changes to the residential building requirements Volume 2 of the BCA. This will include the reference Australian Standards, BCA changes and documentation required to meet the new minimum standards.       | 8.30am – 12.30pm |     |     |     |     | 27  |     |
| <b>PLANNERS GUIDE TO SUBDIVISION</b><br>Understanding small and large subdivisions, providing information to assist with forms and necessary information, local and state government involvement in the process.   | 8.30am – 12.30pm |     |     | 18  |     |     | 3   |
| <b>PLANNING APPROVAL PROCESS</b><br>This course will provide participants with an understanding of the various aspects of the planning approval process. What can slow down the process? Some of the common issues and how to resolve them.  | 8.30am – 12.30pm | 28  |     |     | 29  |     |     |
| <b>PLAN READING &amp; INTERPRETATION</b><br>Plans and specifications are critical to all buildings. This course looks at the minimum standard builders should expect for plans and references in the specification. Notations and symbols are explained for both Architectural and Structural plans and details.   | 9.00am – 12.00pm |     | 23  |     |     |     |     |
| <b>RESIDENTIAL CODES AND STANDARDS FOR TRADIES &amp; SUPERVISORS (Wednesdays)</b><br><b>SITE PREPARATION, FOOTINGS AND SLABS (Part 1)</b><br>Explores the Deemed-to-Satisfy requirements of Parts 3.1 and 3.2 Housing Provisions of the Building Code of Australia. Includes Earthworks, Drainage, Termite risk management, Footings and slabs, Preparation, Concrete and reinforcing, Site classification, Footing & slab construction.   | 12.00pm – 4.00pm |     | 4   |     |     |     |     |
| <b>MASONRY (Part 2)</b><br>Explores the Deemed-to-Satisfy requirements of Part 3.3 of the Housing Provisions of the Building Code of Australia. This includes Unreinforced masonry, Reinforced masonry, Masonry accessories, Weatherproofing of masonry and Earthwall construction. It also includes an overview of the requirements of AS 4773 – Masonry for small buildings.   | 12.00pm – 4.00pm |     | 18  |     |     |     |     |
| <b>FRAMING, ROOF AND WALL CLADDINGS (Part 3)</b><br>Explores the Deemed-to-Satisfy requirements of Parts 3.4 and 3.5 of the Housing Provisions of the Building Code of Australia. Includes Framing, Sub-floor ventilation, Steel framing, Timber framing, Structural steel members, Roof cladding, Gutters & downpipes and wall cladding. It also includes an overview of the requirements of AS 1684 – Residential timber framed construction.  | 12.00pm – 4.00pm |     |     | 4   |     |     |     |
| <b>GLAZING, FIRE SAFETY, SAFE MOVEMENT AND ACCESS (Part 4)</b><br>Explores the Deemed-to-Satisfy requirements of Parts 3.6, 3.7 and 3.8 of the Housing Provisions of the Building Code of Australia. This includes Glazing, Fire separation, Smoke alarms, heating appliances, Bushfire areas, Stair construction, Balustrades and handrails, Swimming pool access and Swimming pool water recirculation systems.  | 12.00pm – 4.00pm |     |     | 18  |     |     |     |
| <b>HEALTH AND AMENITY (Part 5)</b><br>Explores the Deemed-to-Satisfy requirements of Part 3.8 of the Housing Provisions of the Building Code of Australia. This includes Wet areas and external weatherproofing, Room heights, Facilities, Light, Ventilation and Sound insulation. It also includes the requirements of AS 3740 – Waterproofing of Domestic Wet areas.  | 12.00pm – 4.00pm |     |     |     | 1   |     |     |
| <b>FINISHING TRADES - UNIT A (Part 6)</b><br>Unit A explores the Australian Standards Handbook HB161 Guide to Plastering detailing recommended minimum standards for plastering and rendering. This short unit also explores the requirements of AS 3958 PART 1: Guide to the Installation of Ceramic Tiles.   | 12.00pm – 4.00pm |     |     |     | 22  |     |     |

## Technical & Specifications Courses (continued)

|  | TIME             | JAN | FEB | MAR | APR | MAY | JUN |
|--|------------------|-----|-----|-----|-----|-----|-----|
| <b>FINISHING TRADES – UNIT B (Part 7)</b><br>Unit B explores the Guide to Standards and Tolerances for Window and doors, Internal fixing, Painting, Decks and Balconies, Timber floors and Paving. Also explores the requirements of AS/NZS 2311 – Guide to the painting of buildings.   | 12.00pm – 4.00pm |     |     |     |     | 6   |     |
| <b>RESIDENTIAL SERVICE STANDARDS (Part 8)</b><br>Explores the requirements of AS/NZS 30007 Wiring Rules together with the requirements of the National Construction Code for residential electrical installations and energy efficiency provisions. Also explores the provisions of AS/NZS 3500 – Plumbing Code of Australia.  | 12.00pm – 4.00pm |     |     |     |     | 20  |     |
| <b>RESIDENTIAL DESIGN CODES OF WESTERN AUSTRALIA (Part 9)</b><br>Explains the latest amendments to the R-Codes. It looks at the implications of the changes and uses practical examples to demonstrate outcomes. Further explores the State Planning Policy and Explanatory Guidelines. It reviews the Design Elements for single houses, grouped dwellings and multiple dwellings and provides an overview of the approvals process.  | 12.00pm – 4.00pm |     |     |     |     |     | 3   |
| <b>RESIDENTIAL ENERGY EFFICIENCY (Part 10)</b><br>This course will provide participants with an understanding of the BCA 2014 Energy Efficiency requirements for Residential buildings and how to ensure compliance with the 6 Star Provisions. It will explore the Deemed-to-Satisfy elemental provisions in detail, including Building Fabric, External Glazing, Building Sealing and Air Movement. It will also cover requirements for services, including hot water systems, heating and cooling ductwork, artificial lighting, pool and spa heaters and water use | 12.00pm – 4.00pm |     |     |     |     |     | 17  |



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## DO YOU NEED A WHITE CARD?

Main contractors, employers and people in control of construction work have the obligation to ensure that workers don't undertake construction work without being in possession of either Blue Card or a White Card. Employees and self-employed people should ensure that they complete the training.

Construction induction training that is **nationally accredited** will be recognised under the amended regulations. From the end of August 2009 in WA, this will be a unit of competence CPCCOHS1001A Work safely in the construction industry from the CPC08 Construction, Plumbing and Services Integrated Framework Training Package. Those people who have completed the course *51466 Course in Safety Awareness Training* will not have to repeat the training as it was also nationally recognised training. An employer or person in charge of a site does have the right to insist that workers on the site must complete the unit CPCCOHS1001A Work safely in the construction industry (white card)

### CLASSROOM BASED TRAINING:

4 to 5 hour duration, receive your card and Statement of Attainment (certificate) on the same day .

### ON-LINE:

Anywhere within Western Australia in your own time. Fully accepted, 100% audited and in accordance with training requirements. Same card and certificate as classroom based training.

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### Call in at the MASTER BUILDERS TRAINING CENTRE:

594 Hay Street, Jolimont before 12.00pm on any weekday and complete the training at own pace, supported by TAE40110 qualified trainers. Receive your card and Statement of Attainment (certificate) on the same day.

### BLUE card/ WHITE card REFRESHER:

Update your competencies. Complete the course on-line and receive a sticker with the refresher training details on your card. <http://www.trainmeonline.com.au/promo/index.php>

### LOST or DAMAGED CARD:







If you completed your training with Master Builders a replacement card can be issued or a copy of your Statement of Attainment (certificate) by contacting Master Builders Training Centre 9441 8000. The replacement card will cost \$35.00 which can be collected or posted to you.

Check to see with which RTO you completed your Blue/White card in Western Australia








[http://www.commerce.wa.gov.au/worksafe/Content/Industries/Construction/Further\\_information/search\\_databases.html](http://www.commerce.wa.gov.au/worksafe/Content/Industries/Construction/Further_information/search_databases.html)



## Great Southern Region


| ALBANY  |   | TIME            | JAN | FEB | MAR   | APR | MAY   | JUN   |
|---|---|-----------------|-----|-----|-------|-----|-------|-------|
| <b>LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (2 DAYS) TLILIC2005A</b><br>On completion of this unit, the operator will be able to plan the work, conduct routine checks, set up elevating work platform, operate elevating work platform and shut down and secure elevating work platform.<br><i>The Registered Training Organisation - Induction and Training Services 51630 - will be the RTO issuing this qualification.</i>  |    | 8.30am – 4.30pm |     |     | 24-25 |     |       |       |
| <b>LICENCE TO OPERATE A FORKLIFT TRUCK TLILIC2001A (2 DAYS)</b><br>Covers the operation of a powered industrial truck equipped with a mast and an elevating load carriage, to which is attached a pair of fork arms or other attachment.<br><i>The Registered Training Organisation - Induction and Training Services 51630 - will be the RTO issuing this qualification.</i>   |    | 8.30am – 4.30pm |     |     | 26-27 |     |       | 26-27 |
| <b>PERFORM BASIC EMERGENCY LIFE SUPPORT HLTAID002</b><br>This course will provide you with the skills and knowledge to recognise and respond to life threatening emergencies in a range of situations.<br><i>The Registered Training Organisation – St John Ambulance (Western Australia) Ltd 0392 - will be the RTO issuing this qualification.</i>  |    | 8.30am – 4.30pm |     | 6   |       |     | 8     |       |
| <b>PROVIDE FIRST AID (2 DAYS) HLTAID003</b><br>This is a general course that would benefit all those at work, home or for leisure. This course provides an excellent general grounding in first aid and will enable you to perform appropriate first aid procedures and basic life support skills. This unit satisfies training requirements across a range of community and workplace settings.<br><i>The Registered Training Organisation – St John Ambulance (Western Australia) Ltd 0392 - will be the RTO issuing this qualification.</i>  |  | 8.30am – 4.30pm |     |     |       |     | 14-15 |       |
| <b>RESTRICTED ASBESTOS REMOVAL LICENCE</b><br>The aim of this training is to provide participants with the necessary knowledge to obtain a Restricted Asbestos License on application from WorkSafe WA and to give participants an understanding of the hazards associated with asbestos and its removal. Upon completion of this course participants are eligible to obtain a Restricted Asbestos Removal License from WorkSafe as required.<br><i>The Registered Training Organisation - Cape Australia Holdings Pty Limited 7131 - will be the RTO issuing this qualification.</i> |   | 9.00am – 1.00pm |     |     |       |     | 1     |       |
| <b>WORK SAFELY IN THE CONSTRUCTION INDUSTRY CPCCOHS1001A</b><br>Work safely in the construction industry course is for ALL persons who undertake construction work.<br><i>The Registered Training Organisation - Master Builders' Association of WA 5101 - will be the RTO issuing this qualification.</i>  |  | 8.30am – 1.30pm |     |     | 25    |     | 27    |       |
| <b>WORK SAFELY IN THE CONSTRUCTION INDUSTRY CPCCOHS1001A</b><br>Work safely in the construction industry course is for ALL persons who undertake construction work.<br><i>The Registered Training Organisation - Master Builders' Association of WA 5101 - will be the RTO issuing this qualification.</i>  |  | 4.00pm – 9.00pm |     | 25  |       | 29  |       | 24    |

## South West Region

| BUNBURY   |   | TIME             | JAN      | FEB   | MAR     | APR  | MAY     | JUN    |
|---|---|------------------|----------|-------|---------|------|---------|--------|
| <b>APPLY RISK MANAGEMENT PROCESSES</b> RIIRIS301D<br>This unit describes a participant's skills and knowledge required to apply risk management processes.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>  |    | 8.00am – 12.00pm |          |       | 23      |      | 6       | 15     |
|   |   |                  |          |       |         |      |         |        |
| <b>ATTACH CORDS AND PLUGS</b> UEENEEP024A<br>Attaching cords and plugs to electrical equipment for connection to a single phase 250 volt supply. Pre-requisite UEENEEP008B Conduct In Service Safety Testing of electrical cord assemblies and cord connected equipment.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>  |    | 1.30pm – 3.00pm  |          |       | 5       |      | 6       | 16     |
|   |   |                  |          |       |         |      |         |        |
| <b>CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE</b> BSB41513<br>This qualification reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>  |    | 8.00am – 4.00pm  |          |       |         |      | 11-14   | 29-2/7 |
|   |   |                  |          |       |         |      |         |        |
| <b>CONDUCT INITIAL INVESTIGATION AT INCIDENT SCENE</b> PUALAW002B<br>This unit covers the competency required to gather and collate information and obvious and accessible physical evidence from the scene of an incident and identifying potential witnesses.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>   |   | 8.00am – 4.00pm  |          |       | 30      |      | 4       | 1      |
|   |   |                  |          |       |         |      |         |        |
| <b>CONTRACT MANAGEMENT</b><br>Lack of knowledge and understanding of building contracts is the cause of numerous unprofitable building projects. The contract provides the basis for the scope of work, getting paid, managing time and quality issues, documenting project management and resolving disputes. You need to work through the contract as you work through the job. This full day course will give you the knowledge required.  |   | 9.30am – 4.30pm  |          |       |         |      |         | 19     |
|   |   |                  |          |       |         |      |         |        |
| <b>CUSTOMER SERVICE</b><br>Learn how to keep customers, to get customers coming back to you time and time again. Learn also how to manage your own behavior in difficult situations as well as how to defuse customer aggression.   |   | 9.00am – 1.00pm  |          |       |         | 30   |         |        |
|   |   |                  |          |       |         |      |         |        |
| <b>ENTER AND WORK IN CONFINED SPACES</b> RIWHS202D<br>This unit describes a participant's skills and knowledge required to enter and work in confined spaces. This unit is appropriate for those working in operational roles undertaking work in confined spaces.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>  |  | 8.00am – 4.00pm  | 14<br>23 | 12    | 5<br>27 |      | 4<br>21 | 11     |
|   |   |                  |          |       |         |      |         |        |
| <b>IDENTIFY REQUIREMENTS FOR SAFE TILT-UP WORK</b> CPCCCM1016A<br>To provide participants with the necessary knowledge and skills to equip them to safely work in Tilt-up construction in accordance with WorkSafe requirements. This course is compulsory for anyone working or intending on working on a tilt-up construction site.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>   |  | 8.00am – 3.00pm  |          |       | 20      |      | 12      | 18     |
|   |   |                  |          |       |         |      |         |        |
| <b>LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING BASIC LEVEL</b> CPCCLSF2001A<br>This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the basic level, consisting of scaffolding work connected with the operation or use of modular or pre-fabricated scaffolds, cantilevered materials hoists with a maximum working load of 500kg, ropes and gin wheels, safety nets and static lines, and bracket scaffolds (tank and formwork) for licensing purposes.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i> |  | 8.00am – 4.00pm  | 19-23    | 23-27 |         | 6-10 | 25-29   |        |
|   |   |                  |          |       |         |      |         |        |



## South West Region (continued)

| BUNBURY   |   | TIME            | JAN            | FEB                | MAR                 | APR                | MAY                | JUN                      |
|---|---|-----------------|----------------|--------------------|---------------------|--------------------|--------------------|--------------------------|
|  | <b>LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING INTERMEDIATE LEVEL</b> CPCCLSF3001A<br>This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the Intermediate level which includes use and operation of Cantilevered crane-loading platforms, Cantilevered and spurred scaffolds, Barrow ramps and sloping platforms, perimeter safety screens and shutters Mast climbers, and tube and coupler scaffolds (including tube and coupler covered ways and gantries) for licensing purposes.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification.</i>   | 8.00am – 4.00pm | 26-28          |                    |                     | 13-15              |                    |                          |
|   | <b>LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (boom length 11 metres or more)</b> TLILIC2005A<br>To provide participants with the knowledge and understanding to operate these machines safely and with confidence. By the end of this course the participants should be able to conduct pre-start and pre-operational checks, recognize danger areas and operate the machine efficiently and safely through all areas of design use. Experience not necessary.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification.</i>  | 8.00am – 4.00pm | 13<br>21<br>30 | 4<br>10<br>19      | 3<br>12<br>26       | 3<br>9<br>27       | 7<br>15<br>19      | 2<br>10<br>17<br>24      |
|   | <b>LICENCE TO OPERATE A FORKLIFT TRUCK</b> TLILIC2001A<br>Many Forklift Truck Operators have gained their experience by "having a go" and have never had any formal training. For a person to carry out their job operating a machine safely, they really do need formalized training. Current WA legislation stipulates that anyone operating a forklift truck must have a Nationally Accredited / High Risk ticket.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>   | 8.00am – 4.00pm | 12<br>20<br>29 | 3<br>9<br>11<br>20 | 2<br>11<br>24<br>25 | 2<br>8<br>16<br>28 | 1<br>8<br>14<br>20 | 3<br>5<br>12<br>18<br>25 |
|   | <b>LICENCE TO OPERATE A VEHICLE LOADING CRANE (capacity 10 metres tones and above)</b> TLILIC0012A<br><b>LICENCE TO OPERATE A NON-SLEWING MOBILE CRANE (greater than 3 tonnes capacity)</b> TLILIC3006A<br><b>LICENCE TO OPERATE A SLEWING MOBILE CRANE (up to 20 tonnes)</b> TLILIC3008A<br>The above units require the operator to plan the work, conduct routine checks, set up crane, transfer loads, mobile loads and shut down and secure the crane. These units are based on the requirements of the National Standards for Licensing persons performing High Risk Work.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i> | 8.00am – 4.00pm |                | 2-6                | 16-20               | 20-24              | 25-29              |                          |
|   | <b>LICENCE TO PERFORM DOGGING</b> CPCCLDG3001A<br>This unit specifies the outcomes required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load when the load is out of view of the crane/ operator for licensing purposes.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification.</i>  | 8.00am – 4.00pm | 12-16          | 9-13               | 9-13                | 13-17              | 18-22              | 22-26                    |
|   | <b>LICENCE TO PERFORM RIGGING BASIC LEVEL</b> CPCCLRG3001A<br>This unit specifies the outcomes required to perform basic rigging work associated with movement of plant and equipment, steel erections, hoists (including mast climbing hoists), placement of pre-cast concrete, safety nets and static lines, perimeter safety screens and shutters; and cantilever crane loading platforms for licensing purposes.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>  | 8.00am – 4.00pm | 19-22          | 16-19              | 16-19               | 20-23              |                    | 1-4<br>29-2              |
|   | <b>LICENCE TO PERFORM RIGGING INTERMEDIATE LEVEL</b> CPCCLRG3002A<br>This unit specifies the outcomes required to perform rigging work at the intermediate level, which includes all the outcomes for rigging work at the basic level, and also includes rigging of cranes, rigging of conveyors, rigging of dredges and excavators, rigging associated with tilt slabs, rigging associated with demolition work, and dual lifts for licensing purposes.<br><i>The Registered Training Organisation Tom Price &amp; Sons (TPS) 4520 will be the RTO issuing this qualification</i>  | 8.00am – 4.00pm | 26-29          | 23-26              | 23-26               | 27-30              |                    | 8-11                     |

## South West Region (continued)

## BUNBURY

**MAINTAIN CHAINSAWS** FPICOT2237A

This unit describes the outcomes required to carry out maintenance of hand-held chainsaws. It relates to the maintenance and servicing requirements of chainsaw powerheads and cutting attachments; chain sharpening, cleanup, storage procedures and recording requirements.

*The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification*

**NEGOTIATION SKILLS**

This course is aimed at the best possible outcome for all parties involved in negotiating. Topics include; communication skills, negotiation and conflict resolution and best alternatives to a negotiated agreement.

**PORTABLE ELECTRICAL TESTING & TAGGING** UEENEEP026A

This course teaches participants the necessary skills and knowledge that will enable them to inspect, test and tag portable electrical equipment in accordance with WA regulations.

*The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification*

**SUPERVISE TILT-UP WORK** CPCCB4022A

This Course provides participants with the necessary knowledge and skills to equip participants to supervise work in tilt-up construction. The course provides theoretical instruction and practical application on site of safe tilt up construction procedures. Pre- requisites required.

*The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification*

**TIME MANAGEMENT**

We all have the same amount of time available to us each day but some people seem to get a lot more done than others. It's what we do with time that matters.

**WORK SAFELY AT HEIGHTS** RIWHS204D

This unit specifies the competency required to undertake safe working practice when working at heights. This unit is appropriate for those working in operational roles where they are required to perform work at heights.

*The Registered Training Organisation Tom Price & Sons (TPS) 4520*



| TIME            | JAN      | FEB                 | MAR           | APR                 | MAY                | JUN                 |
|-----------------|----------|---------------------|---------------|---------------------|--------------------|---------------------|
| 8.00am – 1.00pm |          | 17                  | 31            |                     | 7                  | 8                   |
| 9.30am – 1.00pm |          |                     |               | 29                  |                    |                     |
| 8.00am – 3.00pm |          |                     | 4             |                     | 29                 | 15                  |
| 8.00am – 5.00pm |          |                     | 9             |                     | 11                 | 17                  |
| 9.00am – 1.00pm |          | 5                   |               |                     |                    |                     |
| 8.00am – 1.00pm | 16<br>30 | 6<br>13<br>20<br>27 | 6<br>13<br>27 | 3<br>10<br>17<br>24 | 1<br>8<br>15<br>22 | 5<br>12<br>19<br>26 |

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Skillbuild has been training West Australians for five years. We are experienced tradespeople ourselves who recognise our participants skills.

We run courses at your workplace or our Training Centre at Rivervale on weekdays and over weekends and in the evening if required. Over the last few years we have delivered training in most regional towns in WA, as well as many mine and oil/gas sites.

Interested in some flexible training? Give us a ring to discuss our courses.

## North West Region

| GERALDTON/NORTH WEST  |   | TIME           | JAN | FEB                   | MAR                          | APR          | MAY                                 | JUN                    |
|---|---|----------------|-----|-----------------------|------------------------------|--------------|-------------------------------------|------------------------|
| <b>ATTACH CORDS &amp; PLUGS</b> UEENEEP0024A<br>Attaching cords and plugs to electrical equipment for connection to a single phase 250 volt supply.<br><i>The Registered Training Organisation Nara Training and Assessing 4518 will be the RTO issuing this qualification.</i>   |  | 1.30pm-4.30pm  |     | 9<br>CVQ<br>10<br>GET | 4<br>KTA<br>17<br>BME        | 1<br>PHE     |                                     | 9<br>GET<br>17<br>KTA  |
|   |   | 8.30am-5.00pm  |     |                       |                              |              |                                     | 15<br>GET              |
|   |   | 8.30am-12.30pm |     | 3<br>GET              |                              |              | 11<br>KTA<br>12<br>PHE<br>13<br>BME | 22<br>GET              |
| <b>CONTRACT MANAGEMENT</b><br>Lack of knowledge and understanding of building contracts is the cause of numerous unprofitable building projects. The contract provides the basis for the scope of work, getting paid, managing time and quality issues, documenting project management and resolving disputes. You need to work through the contract as you work through the job. This full day course will give you the knowledge required.                      |  |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>CUSTOMER SERVICE EXCELLENCE</b><br>Every individual interaction with external or internal customers creates a powerful impact, either positively or negatively. This program addresses not only the "why to" of service excellence, but also the "how to" and "want to".   |  |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>IDENTIFY REQUIREMENTS FOR SAFE TILT-UP WORK</b> CPCCCM1016A<br>To provide participants with the necessary knowledge and skills to equip them to safely work in Tilt-up construction in accordance with WorkSafe requirements. This course is compulsory for anyone working or intending on working on a tilt-up construction site.<br><i>The Registered Training Organisation Nara Training and Assessing 4518 will be the RTO issuing this qualification.</i> |  | 9.00am-2.00pm  |     | 12<br>GET             | 6<br>KTA<br>19<br>BME        | 2<br>PHE     |                                     | 11<br>GET<br>19<br>KTA |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>MANAGING DIFFICULT BEHAVIOUR</b><br>This course is recommended for anyone who needs to manage difficult behaviours and influence others in the workplace and beyond. The skills developed lead directly to greater personal confidence and more effective influence in both one-on-one and group communications.   |  | 1.00pm-5.00pm  |     | 3<br>GET              |                              |              | 11<br>KTA<br>12<br>PHE<br>13<br>BME | 22<br>GET              |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>MICROSOFT PROJECT PLANNING – ADVANCED</b><br>This course teaches more strategies to boost your productivity, results and analysis capability with Microsoft Project. This course is backed with real life building industry examples, with relevant construction case studies, exercises and scenarios used.   |  | 8.30am-5.00pm  |     | 26<br>KTA             | 12<br>GET                    | 23<br>PHE    | 21<br>BME                           |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>MICROSOFT PROJECT PLANNING – ESSENTIALS</b><br>This course will teach the core skills in developing project schedules and the essential knowledge you need for using Microsoft Project. It sets a solid foundation for applying Microsoft Project practically in your work environment.  |  | 8.30am-5.00pm  |     | 25<br>KTA             | 11<br>GET                    | 22<br>PHE    | 20<br>BME                           |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>OCCUPATIONAL, HEALTH &amp; SAFETY FOR SUPERVISORS &amp; MANAGERS</b><br>This course is applicable to all Site Supervisors, Managers, Project Managers and Administrator to improve and manage safety in their workplace.   |  | 8.30am-4.00pm  |     | 19<br>GET             | 26<br>PHE                    |              | 6<br>BME<br>20<br>KTA               |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>PORTABLE ELECTRICAL TESTING &amp; TAGGING</b> UEENEEP026A<br>This course teaches participants the necessary skills and knowledge that will enable them to inspect, test and tag portable electrical equipment in accordance with WA regulations.<br><i>The Registered Training Organisation Nara Training and Assessing 4518 will be the RTO issuing this qualification</i>  |  | 8.00am-1.00pm  |     | 9<br>CVQ<br>10<br>GET | 4<br>KTA<br>17<br>BME        | 1<br>PHE     |                                     | 9<br>GET<br>17<br>KTA  |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>PROVIDE FIRST AID</b> HLTAID003<br>This 2 day course provides an excellent general grounding in first aid and will enable you to perform appropriate first aid procedures and basic life support skills.<br><i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification</i>  |  | 8.30am-5.00pm  |     |                       | 12-13<br>CVQ<br>23-24<br>GET | 28-29<br>KTA | 18-19<br>BME<br>28-29<br>PHE        | 17-18<br>GET           |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>RESTRICTED ASBESTOS REMOVAL</b><br>Allows people to remove amounts exceeding 10 square metres of bonded (non-friable) asbestos. The license will be valid for 3 years and there is no pre-requisite for this course. WorkSafe approved course.   |  | 9.00am-1.00pm  |     | 11<br>GET             | 4<br>KTA<br>18<br>BME        | 3<br>PHE     |                                     | 10<br>GET<br>18<br>KTA |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |
| <b>THE LAW IN CONSTRUCTION</b><br>The one stop shop on all the major contractual and legal issues particular to the construction industry – a one day investment for a career-long return.  |  | 8.00am-5.00pm  |     |                       | 10<br>GET                    | 15<br>BME    |                                     | 4<br>KTA               |
|   |   |                |     |                       |                              |              |                                     |                        |
|   |   |                |     |                       |                              |              |                                     |                        |



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### SAFETY SERVICES

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- ✓ Generic Safety Management Plans, allowing you to do your own customisation
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- ✓ Site safety inspections
- ✓ Advice of Occupational Safety & Health issues for members
- ✓ Toolbox talks for members
- ✓ Safety related training courses, see page 7
- ✓ Assist in preparation of JSA's and SWMS's

### APPRENTICESHIPS

*Are you are seeking advice on, or thinking about employing an Apprentice?  
Are you wanting to become an Apprentice in the Construction Industry?*

Please call 9441 8000 and talk to us or visit us at 594 Hay Street, Jolimont WA





## Terms and Conditions

### REGISTRATION & PAYMENT

A registration form is required to be completed in full for each participant for each course they wish to attend. The participants name must be spelt correctly and legal name given. Payment is required prior to the course date to confirm your booking. Any prerequisites required to attend a course must be forwarded along with your registration form.

### COURSE FEES

All costs are inclusive of GST where applicable.

### CANCELLATION, REFUND & TRANSFER

We require a minimum of 2 workings days (48 hours) notice in writing to cancel a participants booking to receive a full refund, or transfer to a future course date.

We do accept a substitute participant, and must be given his/her completed registration form prior to the course to confirm cost and eligibility for CTF (Construction Training Fund) subsidy.

### REPLACEMENT CERTIFICATE OF ATTENDANCE

A replacement Certificate can be issued, "free of charge" if emailed, \$5.00 if posted.

### REPLACEMENT STATEMENT OF ATTAINMENT (white card)

A replacement Statement of Attainment can be issued, "free of charge" if emailed, \$5.00 if posted.

### REPLACEMENT of all other STATEMENT OF ATTAINMENTS

Depending on the training provider a fee is payable and can be confirmed upon request.

### COURSE ATTENDANCE

A participant who does not attend a course, without notification in accordance with our cancellation policy will not be given a refund.

A participant, who does not complete the course in full, will not be given his/her Certificate of Attendance or Statement of Attainment, whichever is applicable to the course.

### COURSE DATE CHANGES/POSTPONEMENTS

Master Builders reserves the right to change the date or time of a course, due to unforeseen circumstances, but will endeavour to offer an alternative date and will notify each participant.

If the change does not suit a participant, a full refund will be offered. Contact Master Builders Training Centre on 9441 8000 to receive up-to-date course dates.

### CONSTRUCTION TRAINING FUND - Subsidy

The Construction Training Fund (CTF) provides a subsidy of \$29 per hour (to a maximum of \$232 per eight hour day, or 70% of the actual course cost, whichever is lower) for a wide range of courses undertaken by eligible employees at metropolitan RTPs. The maximum amount that can be claimed per employee, per course, is \$1100.00.

For training undertaken at regional RTPs, the CTF can provide a subsidy of \$32 per hour (to a maximum of \$256 per eight hour day, or 80% of the actual course cost, whichever is lower) towards an eligible course. The maximum amount that can be claimed per employee, per course, is \$1500.00

Please contact Master Builders Training Centre 9441 8000 to check your eligibility. The CTF may require a completed work history to be able to advise on eligibility, this will be forwarded to you by Master Builders. The final decision with regards to eligibility rests with the Construction Training Fund.



MASTER BUILDERS ASSOCIATION OF WESTERN AUSTRALIA IS A REGISTERED TRAINING ORGANISATION (RTO) #5101

### Master Builders Website

[www.mbawa.com](http://www.mbawa.com)

### Master Builders Training Centre

594 Hay Street, JOLIMONT 6014

**Tel** (08) 9441 8000

**Fax** (08) 9441 8001

**Email** [training@mbawa.com](mailto:training@mbawa.com)

### Training Team

**Training Director** Neil Du Rand

**Safety Manager** Michael Fitzgerald

**Training & Safety Coordinator** Carolyn Fitzgerald

**Training Administrative Assistant** Rebecca Evans

### Great Southern

30 Graham Street, ALBANY 6330

**Tel** (08) 9841 6232

**Fax** (08) 9841 6522

**Email** [albany@mbawa.com](mailto:albany@mbawa.com)

### South West

19 Clifford Street, BUNBURY 6230

**Tel** (08) 9726 0939

**Fax** (08) 9726 0949

**Email** [southwest@mbawa.com](mailto:southwest@mbawa.com)

### Geraldton North - West

4 Walton Close, GERALDTON 6530

**Tel** (08) 9921 5061

**Fax** (08) 9965 5025

**Email** [geraldton@mbawa.com](mailto:geraldton@mbawa.com)

### Kalgoorlie

**Tel** 0412 487 970

**Email** [colleen.horton@mbawa.com](mailto:colleen.horton@mbawa.com)

### Esperance

**Tel** 0437 184 366

**Email** [douglas@mbawa.com](mailto:douglas@mbawa.com)



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