

TRAINING CALENDAR

J U L Y - D E C E M B E R



2015



Training Can Keep You 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 second 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 first class customer service.

Master Builders' latest training calendar will provide you with better skills and knowledge that will help you and your team to improve your bottom line. So plan ahead and seriously think about training yourself and members of your team at convenient times over the next few months.

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 regional Training Centres in Geraldton, Albany and Bunbury as well as convenient locations in Perth. 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.

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 business for their consideration.



Michael McLean
Executive Director

Contact The Master Builders Training Team

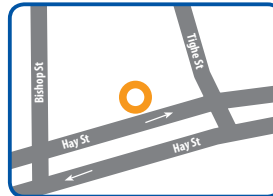
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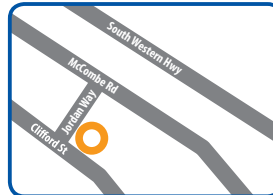
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Master Builders Training offers you quality training that is relevant to the industry and which is presented by experienced trainers.

“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.”

During times of boom or with a downturn it is critical that employers see the benefit of continually developing their staff. Training will increase staff retention, levels of satisfaction but more importantly, competent multi skilled staff are more productive.

We offer a wide range of both nationally accredited and non accredited skills based courses. With most of our courses being subsidised by the Construction Training Fund and through our bulk billing agreement, our training is affordable and there is no administrative burden of claiming a subsidy reimbursement.

Training is currently offered in Perth Metropolitan region, North West regions of Geraldton, Broome, Canarvon, Exmouth, Karratha and Port Hedland , South West region of Bunbury and Great Southern region of Albany, some of our training courses can also be onsite.

We also offer a full range of Safety Services such as safety advice, site safety audits and safety management plans. Also if you require advice on taking on an apprentice feel free to contact us.

We remain flexible for customised training, onsite training or current training on dates other than those listed in this calendar or on our website www.mbawa.com. Please feel free to discuss your needs with myself or my staff on 9441 8000 or via email to training@mbawa.com

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Business Courses

	TIME	JUL	AUG	SEPT	OCT	NOV	DEC
SUCCESSFUL SELLING (workshop) 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			3		18	
TIME MANAGEMENT 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		18				3
	12.00pm - 4.00pm				8		
WORKPLACE COMMUNICATION 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	23				10	
	12.00pm - 4.00pm			23			

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Construction Skills Courses

	TIME	JUL	AUG	SEPT	OCT	NOV	DEC
ATTACH CORD AND PLUGS UEENEEP024A Attaching cords and plugs to electrical equipment for connection to a single phase 250 volt supply. <i>The Registered Training Organisation Frontline Safety and Training 50791 will be the RTO issuing this qualification.</i>	12.00pm - 4.00pm			2		29	
IDENTIFY REQUIREMENTS FOR SAFE TILT-UP WORK CPCCCM1016A This course is for all persons who work with tilt up panel construction. <i>The Registered Training Organisation Frontline Safety and Training 50791 will be the RTO issuing this qualification.</i>	12.00pm - 4.00pm	15		30			
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. <i>The Registered Training Organisation Frontline Safety and Training 50791 will be the RTO issuing this qualification.</i>	8.30am - 2.30pm		5			12	
SUPERVISE TILT-UP WORK CPCCBC4022A 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. <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	JUL	AUG	SEPT	OCT	NOV	DEC
BASIC CONTRACT ADMINISTRATION 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.	8.00am - 12.00pm	21		18			4
CONTRACT MANAGEMENT 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.	8.30am - 3.30pm		7			4	
DIY DEBT COLLECTION 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!	8.00am - 12.00pm			4			8
EFFECTIVE BUSINESS WRITING SKILLS 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		3		20		
LAWS AND RULES SPECIFIC TO REGISTERED HOME BUILDERS 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!	8.00am - 12.00pm			10			
	12.00pm - 4.00pm					17	
NEGOTIATION SKILLS 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.	8.00am - 12.00pm	17					
	12.00pm - 4.00pm				6		
TENDERING FUNDAMENTALS The preparation of tender documents requires attention to detail, a keen eye for reading between the lines and addressing the key client requirements. This course is designed to teach you how to write a tender and how to ensure that your response to the opportunity is strategically written in order to maximise your chances of winning.	12.00pm - 4.00pm		17				
THE LAW IN CONSTRUCTION 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			15		6	

I DID THAT TRAINING COURSE A COUPLE OF YEARS AGO

The building industry, skills and safety standards are constantly changing, as are the ways we do everyday things. No longer do we learn something once and are set for life. Many industries and professions require us to undertake continuing professional development and skills enhancement.

You should not rely on your past knowledge and always keep up to date with changing requirements with the work you undertake. A refresher course may highlight the ways you could improve what you do, open your eyes to alternative methods or simply allow you to network with your peers and discuss common issues.

Attending new training courses to add to your skills can increase your value to potential employers and helps you maintain a core set of competencies to enable you to perform your duties to the best of your ability.

Diploma of Building and Construction (*builders registration*)

DIPLOMA OF BUILDING AND CONSTRUCTION CPC50210

(The Registered Training Organisation Master Builders Association of New South Wales Pty Ltd 6163 will be the RTO issuing this qualification).



This qualification meets the educational requirements for Builders Registration in Western Australia.

UNITS OF COMPETENCIES

	COURSE CODE	JUL	AUG	SEPT	OCT	NOV	DEC
<ul style="list-style-type: none"> Apply principles of OHS risk management Apply building codes and standards to the construction process for low rise building projects Prepare simple building sketches and drawings 	BSBOHS504B CPCCBC4001A CPCCBC4014A	2, 3, 4, 5					
<ul style="list-style-type: none"> Prepare and evaluate tender documentation Select and prepare a construction contract Identify and produce estimated costs for building and construction projects Produce labour and material schedules for ordering 	CPCCBC4013A CPCCBC4003A CPCCBC4004A CPCCBC4005A	30, 31	1, 2				
<ul style="list-style-type: none"> Apply building codes and standards to the construction process for medium rise building projects Apply structural principles to residential low rise constructions Apply structural principles to the construction of medium rise buildings 	CPCCBC5001B CPCCBC4010B CPCCBC5018A		27, 28, 29, 30				
<ul style="list-style-type: none"> Administer the legal obligations of a building or construction contract Develop workplace policies and procedures for sustainability Manage project risk Manage project quality 	CPCCBC5007B CPCSUS5001A BSBPMG508A BSBPMG505A				1, 2, 3, 4		
<ul style="list-style-type: none"> Apply site surveys and set-out procedures to building and construction projects 	CPCCBC4018A				29, 30, 31	1	
<ul style="list-style-type: none"> Manage construction work Select and manage building and construction contractors Supervise the planning of on-site medium rise building or construction work Monitor costing systems on medium rise building and construction projects 	CPCCBC5010B CPCCBC5005A CPCCBC5003A CPCCBC5002A					26, 27, 28, 29	

Project Management Courses

	TIME	JUL	AUG	SEPT	OCT	NOV	DEC
MS PROJECT 2013 - Basic 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	6	10	7	12		
MS PROJECT 2013 - Advanced 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	20	24	21	26		

Safety Courses

	TIME	JUL	AUG	SEPT	OCT	NOV	DEC
<p>5 DAY SAFETY REPRESENTATIVE COURSE 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.</p>	8.30am - 3.30pm				1,2,9 27, 28		
<p>JOB SAFETY ANALYSIS This course will provide participants with an understanding of the steps involved in the development of a Job Safety Analysis (JSA).</p>	12.00pm - 4.00pm		26				
<p>LEADERSHIP IN OHS FOR SUPERVISORS & MANAGERS This course is applicable to all Site Supervisors, Managers, Project Managers and Administrators to improve and manage safety in their workplace.</p>	8.00am - 4.00pm	9			22		
<p>PROVIDE BASIC EMERGENCY LIFE SUPPORT HLTAID002 This accredited course will provide you with the skills and knowledge to recognise and respond to life threatening emergencies in a range of situations. <i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification.</i></p>	8.00am - 4.00pm	7		1		5	
<p>RESTRICTED ASBESTOS REMOVAL RAL001 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.</p>	8.30am - 12.30pm	16		22		11	
<p>SCAFFOLD REQUIREMENTS This course is aimed at persons who have on-site responsibilities, but who do not need be a Scaffolder.</p>	8.30am - 3.30pm		19		15		
<p>WORK SAFELY AT HEIGHTS RIIOHS204A 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. <i>The Registered Training Organisation MTACS Group 52053 will be the RTO issuing this qualification</i></p>	8.00am - 4.00pm			24			
<p>WORK SAFELY IN THE CONSTRUCTION INDUSTRY CPCCOHS1001A Work Safely in the Construction Industry course is for ALL persons who undertake construction work. <i>The Registered Training Organisation Master Builders Association of Western Australia 5101 will be the RTO issuing this qualification</i></p>	8.00am - 12.30pm	22		25			



Next Step Builder Courses

	TIME	JUL	AUG	SEPT	OCT	NOV	DEC
<p>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.</p>	4.00pm - 6.00pm			16			

Technical & Specifications Courses

	TIME	JUL	AUG	SEPT	OCT	NOV	DEC
BCA BRICKWORK REQUIREMENTS The Building Codes and Australian Standard requirements for brickwork including, the BCA and AS3700. For builders, construction managers and supervisors.	1.00pm - 4.00pm			11			
BCA WATER-PROOFING OF WET AREAS Water-proofing of wet areas in residential buildings including shower construction, AS3740, floor wastes and other penetrations. This is for builders, construction managers and supervisors.	1.00pm - 4.00pm				23		
PLANNERS GUIDE TO SUBDIVISION 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		21				
PLANNING APPROVAL PROCESS 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			16			
PLAN READING & INTERPRETATION 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.	1.00pm - 4.00pm					9	
RESIDENTIAL DESIGN CODES OF WA Residential Design Codes of Western Australia, how they are used and referenced for Planning and Building Approvals. This is for builders, designers and shire liaison staff.	1.00pm - 5.00pm				19		
TIMBER FRAMING CODE The requirements of AS1684 for floor, wall and roof framing requirements. This is for builders, construction managers and supervisors.	1.00pm - 4.00pm					23	

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Great Southern Region

ALBANY		TIME	JUL	AUG	SEPT	OCT	NOV	DEC
<p>ATTITUDE & RESPONSIBILITY Do you want to unleash your highest potential and learn how to tackle everyday challenges? This workshop will help you learn how to attain the right attitude, and take responsibility for your actions, it will help you succeed in any Endeavour you wish to undertake and to be the best you can be in all areas of your life.</p>		1.00pm - 4.00pm	28	27				
<p>CONTRACTS Series 1: Negotiating your contracts and choosing the right contract and subcontract Subcontractors and Builders often take on expensive jobs with little in the way of contractual protection. Other times, subcontractors may be presented with volumes of paper and told to take it or leave it. Either way, if you don't know what to look out for, you won't know what risks you are likely to face or how to avoid them. At this 3 hour session, we will look at how to identify, avoid and manage the risks faced by subcontractors.</p>		1.00pm - 4.00pm		25				
<p>CONTRACTS Series 2: Delay, Disruption, Extension and Prevention When the job does not get done on time, someone has to bear the losses. In this 3 hour course, we will look at how you can protect yourself from the risks associated with delay, when and how you can avoid having to pay for preventable delays, and issues relating to unavoidable disruptions, extensions of time, liquidated damages and prevention by owners.</p>		1.00pm - 4.00pm		22				
<p>DEMOLITION CPCCCM2009A (2 Days) On completion of this unit, participants will learn the skills required for the preparation and removal of building components from a demolition site in accordance with a site demolition plan. <i>The Registered Training Organisation 51219 Kimberley Training & Assessment will be the RTO issuing this qualification.</i></p>		8.30am - 4.30pm	Dates to be confirmed					
<p>LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM TLILIC2005A (2 Days) 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. <i>The Registered Training Organisation Induction and Training Services 51630 will be the RTO issuing this qualification.</i></p>		8.30am - 4.30pm			24 & 25			
<p>LICENCE TO OPERATE A FORKLIFT TRUCK TLILIC2001A (2 Days) 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. <i>The Registered Training Organisation Induction and Training Services 51630 will be the RTO issuing this qualification.</i></p>		8.30am - 4.30pm		13 & 14			12 & 13	
<p>PROVIDE BASIC EMERGENCY LIFE SUPPORT HLTAID002 This course will provide you with the skills and knowledge to recognise and respond to life threatening emergencies in a range of situations. <i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification.</i></p>		8.30am - 4.30pm		1		16		
<p>PROVIDE FIRST AID HLTAID003 (2 Days) 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. <i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification.</i></p>		8.30am - 4.30pm			16 & 17	27 & 28		

Great Southern Region (continued)

ALBANY	TIME	JUL	AUG	SEPT	OCT	NOV	DEC
<p>RECALIBRATE YOUR BUSINESS (2 x half days) Every business will need 'recalibration' at some stages of its life, many owners/managers struggle with the process of moving their business to a position to take advantage of new opportunities. This program will help to think through what is driving you and help you develop something highly customized for your own situation.</p>	1.00pm - 5.00pm		4 & 6		6 & 8		
<p>RESTRICTED ASBESTOS REMOVAL LICENCE RAL001 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. <i>The Registered Training Organisation Cape Australia Holdings Pty Limited 7131 will be the RTO issuing this qualification.</i></p>	9.00am - 1.00pm	Dates to be confirmed					
<p>TENDERING FUNDAMENTALS Without winning the tender, you business has spent time and money without the reward it deserves. The preparation of tender documents requires attention to detail, a keen eye for reading between the lines and addressing the key client requirements. This course is designed to teach you how to write a tender and how to ensure that your response to the opportunity is strategically written in order to maximise your chances of winning.</p>		Dates to be confirmed					
<p>WORKPLACE HARMONY The workplace can be where most of our time is spent, consuming up to 70% of our waking hours in a day. It is no wonder that what happens in the workplace impacts on all our relationships including those outside work and shapes how we see ourselves. Learn how to recognize and prevent WORKPLACE CONFLICT, and minimize Destruction and Devastation on your life and your business.</p>	1.00pm - 4.00pm		11	15			
<p>WORK SAFELY AT HEIGHTS RIIOHS204A This course will equip participant with the knowledge and skills to effectively secure a safe working environment when working at heights. <i>The Registered Training Organisation 51630 Induction and Training Services will be the RTO issuing this qualification.</i></p>	8.30am - 1.30pm		3				
<p>WORK SAFELY IN THE CONSTRUCTION INDUSTRY CPCCOHS1001A Work safely in the construction industry course is for ALL persons who undertake construction work. <i>The Registered Training Organisation Master Builders' Association of WA 5101 will be the RTO issuing this qualification.</i></p>	4.00pm - 9.00pm		24				



YES, WE CAN!

- Provide helpful & friendly advice.
- Provide quality training courses.
- Provide up-to-date training information.
- Provide training course updates via email.
- Provide on-site training.
- Provide flexible training courses for your company.
- Provide information on government funding.
- Provide information on apprenticeships and traineeships including, enrolments, financial incentives and mentoring.
- Provide assistance to develop your safety Management Plans.
- Provide Site Safety Inspections.
- Provide Safety advice.






Call us at the training centre on 9476 9800

YES, WE LISTEN!





South West Region

BUNBURY		TIME	JUL	AUG	SEPT	OCT	NOV	DEC
<p>ATTACH CORDS AND PLUGS UEENEEP024A</p> <p>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.</p> <p><i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification</i></p>		8.00am - 12.00pm	15	19	16	15		1
<p>BCA VOLUME ONE UPDATE-COMMERCIAL PROVISIONS</p> <p>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.</p>		1.00am - 5.00pm		24				
<p>BCA VOLUME TWO UPDATE – RESIDENTIAL PROVISIONS</p> <p>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 2 of the BCA. This will include the Referenced Australian standards, BCA changes and documentation required to meet the new minimum standards.</p>		9.00am - 1.00pm		25				
<p>CUSTOMER SERVICE</p> <p>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.</p>		9.30am - 1.30pm		20				
<p>EFFECTIVE BUSINESS WRITING SKILLS</p> <p>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.</p>		9.30am - 1.30pm					26	
<p>ENTER AND WORK IN CONFINED SPACES RIIWHS202D</p> <p>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.</p> <p><i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification</i></p>		8.00am - 4.00pm	13	19	14	8 22	9 20	7
<p>ISOLATE AND ACCESS PLANT RIISAM202D</p> <p>This unit describes a participant's skills and knowledge required to isolate and access plants in Resources and Infrastructure Industry. This unit is appropriate for those working in operational roles.</p> <p><i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification.</i></p>		8.00am - 4.00pm				19		
<p>LICENCE TO ERECT, ALTER AND DISMANTLE SCAFFOLDING BASIC LEVEL CPCCLSF2001A</p> <p>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.</p> <p><i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification</i></p>		8.00am - 4.00pm				16-20		
<p>LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (boom length 11 metres or more) TLILIC2005A</p> <p>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.</p> <p><i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification.</i></p>		8.00am - 4.00pm	7 16 27	6 11 20	4 15 24	1 9 14 28	5 12 23 30	10 18

South West Region (continued)

BUNBURY		TIME	JUL	AUG	SEPT	OCT	NOV	DEC
<p>LICENCE TO OPERATE A FORKLIFT TRUCK TLILIC2001A 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. <i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification</i></p>		8.00am - 4.00pm	6 15 17 24 31	7 17 27	11 18 25 30	12 22	3 12 27	3 11 17
<p>LICENCE TO OPERATE A VEHICLE LOADING CRANE (capacity 10 metres tones and above) TLILIC0012A LICENCE TO OPERATE A NON-SLEWING MOBILE CRANE (greater than 3 tonne capacity) TLILIC3006A LICENCE TO OPERATE A SLEWING MOBILE CRANE (up to 20 tonne) TLILIC3008A 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. <i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification</i></p>		8.00am - 4.00pm			7-11			
<p>LICENCE TO PERFORM DOGGING - BASIC LEVEL CPCCLDG3001A 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. <i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification.</i></p>		8.00am - 4.00pm	27-31	24-28	28-2		2-6	7-11
<p>MICROSOFT PROJECT PLANNING - ESSENTIALS This course will teach the core skills in developing project schedules and the essential knowledge that you need for using Microsoft Project. It sets a solid foundation for applying Microsoft Project practically in your work environment</p>		8.30am - 5.00pm				14		
<p>MICROSOFT PROJECT PLANNING - ADVANCED 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.</p>		8.30am - 5.00pm				15		
<p>PORTABLE ELECTRICAL TESTING & TAGGING UEENEPE026A 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. <i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification</i></p>		8.00am - 4.00pm	16	20	17	16		2
<p>THE LAW IN CONSTRUCTION The one stop shop on all major contractual and legal issues particular to the construction industry - a one day investment for a career-long return.</p>		9.00pm - 5.00pm	23					
<p>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.</p>		9.30am - 1.30pm					12	
<p>WORK SAFELY AT HEIGHTS RIWHS204D This unit specifies the competency required to undertake safe working practice when working at heights. This unit it appropriate for those working in operational roles where they are required to perform work at heights. <i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification.</i></p>		8.00am - 1.00pm	17 24 31	21	4 21	12 29	13 26	14
<p>WORK SAFELY IN THE CONSTRUCTION INDUSTRY CPCCOHS1001A This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks within any of the sectors within the construction industry. The unit relates directly to the general induction training program specified by the National Code of Practice for Induction for Construction Work 2007. <i>The Registered Training Organisation Tom Price & Sons (TPS) 4520 will be the RTO issuing this qualification.</i></p>		8.00am - 2.00pm	28		17	15 30		9

North West Region

GERALDTON/NORTH WEST		TIME	JUL	AUG	SEPT	OCT	NOV	DEC
<p>ATTACH CORD & PLUGS UEENEEO24A Attaching cords and plugs to electrical equipment for connection to a single phase 250 volt supply. <i>The Registered Training Organisation Nara Training and Assessing 4518 will be the RTO issuing this qualification.</i></p>		1.30pm - 4.30pm		GET 18	PHE 2 KTA 16	BME 20	CVQ 2	GET 8
<p>CUSTOMER SERVICE 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".</p>		8.30am - 12.30pm	GET 14 PHE 24		BME 23	KTA 13		
<p>IDENTIFY REQUIREMENTS FOR SAFE TILT-UP WORK CPCCCM1016A 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. <i>The Registered Training Organisation Nara Training and Assessing 4518 will be the RTO issuing this qualification.</i></p>		9.00am - 2.00pm		GET 20	KTA 18	PHE 2 BME 22		GET 10
<p>MANAGING DIFFICULT BEHAVIOUR 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.</p>		1.00pm - 5.00pm	GET 14 PHE 24		BME 23	KTA 13		
<p>MS PROJECT PLANNING – Advanced 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.</p>		8.30am - 5.00pm		BME 6	GET 3			
<p>MS PROJECT PLANNING – Essentials 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.</p>		8.30am - 5.00pm		BME 5	GET 2			
<p>PORTABLE ELECTRICAL TESTING & TAGGING UEENEEO26A 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. <i>The Registered Training Organisation Nara Training and Assessing 4518 will be the RTO issuing this qualification</i></p>		8.00am - 1.00pm		GET 18	PHE 2 KTA 16	BME 20	CVQ 2	GET 8
<p>PROVIDE FIRST AID (2 days) HLTAID003 The course provides an excellent general grounding in first aid and will enable you to perform appropriate first aid procedures and basic life support skills. <i>The Registered Training Organisation St John Ambulance (Western Australia) Ltd 0392 will be the RTO issuing this qualification</i></p>		8.30am - 5.00pm	PHE 8-9 KTA 22-23		GET 8-9			GET 16-17
<p>RESTRICTED ASBESTOS REMOVAL LICENCE RAL001 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 WorkSafe approved course participants are eligible to obtain a Restricted Asbestos Removal License from WorkSafe as required.</p>		9.00am - 1.00pm		GET 17	PHE 1	BME 19	CVQ 3	GET 7
<p>SUPERVISE TILT-UP WORK CPCCBC4022A 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. <i>The Registered Training Organisation Nara Training and Assessing 4518 will be the RTO issuing this qualification</i></p>		9.00am - 5.00pm		GET 19	KTA 17	PHE 1		GET 9

KEY:	BME - Broome	CVQ - Carnarvon	EXM - Exmouth	GET - Geraldton	KTA - Karratha	PHE - Port Hedland
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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.

* Correct at time of printing and maybe subject to change.

Our Client Handbook (student handbook of rights and responsibilities, course information and policies) is available online at www.mbawa.com.



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

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