TRAINING PROGRAM
2017
EDUCATING OUR INDUSTRY

Master Builders’ training program for 2017 has been developed in response to member feedback and the emerging needs of our industry.

As a Registered Training Organisation (RTO) Master Builders’ has an enviable reputation for the quality of training we provide to those who work in the building and construction industry. Whether it’s safety, technical, contractual or business skills training the diversity of our courses will benefit you and your staff.

I encourage members to take advantage of the range of courses we have organized for you. The topics are relevant & the trainers are first class. Please feel free to pass on our Training Program to your colleagues & contractors. They will appreciate your interest in their prosperity.

Should you wish to customise any of our training courses for your business, please contact our Training Director, Neil Du Rand on 9476 9880 to discuss your requirements. Members are also able to access the range of training courses provided by MBAV’s Building Leadership Simulation Centre in Melbourne. For details go to www.blsc.com.au.

Training is a critical element in keeping your workforce informed, updated, motivated & equipped with the skills to meet your regulatory obligations & provide professional expertise for the betterment of your clients.

Should you require a training course that is not in our Training Program, please let us know. We would also welcome your feedback on any course you attend as a means of helping us plan our next Training Calendar.

A properly trained workforce will always contribute to a safer & more productive business.

Michael McLean
Executive Director | Master Builders Association of Western Australia

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 your paperwork and continue to provide affordable training. There has never been a more appropriate time to invest in training. Qualified and multi skilled staff are more productive when the industry is experiencing quieter times. It makes sense to prepare for the upturn in the industry.

As a business unit of Master Builders, our aim is to be the provider of choice for our members. We offer a large range of courses and where we are not able to provide the training, we have entered into partnership agreements with quality providers and still offer reduced rates and the Construction Training Fund bulk billing.

We offer training in Perth Metro, Geraldton, Bunbury and Albany at fully equipped Master Builders’ training facilities. We also offer training at other hired facilities as well at client’s facilities where they have sufficient attendees.

We remain flexible for customised training, onsite training or current training on dates other than those listed in this program or on our website. We have conducted a survey and continue to discuss training needs to better tailor our training.

Master Builders offer a full range of safety services such as safety training courses, safety management plans, site safety audits, safety awards for both residential and commercial construction. This year, as a result of feedback from members, we have introduced a number of new courses. We continually engage members and add new courses throughout the year. You will find the latest courses on offer at www.mbauwa.com/training-courses.

Annually in November, Master Builders hold Apprentice Awards where we recognise the builders and apprentices in a number of construction trades. During these prestigious awards we showcase some of the best apprentices in Western Australia.

Nominations are free and employers are encouraged to nominate their construction trade apprentices. We also provide advice to members on employing apprentices.

Please feel free to discuss your needs with myself or my staff on 9476 9880 or via email to training@mbawa.com.

Neil Du Rand
Training Director | Master Builders Association of Western Australia

CONSTRUCTION SKILLS

Attach cord and plugs to electrical equipment for connection to a single phase 230V supply UEENEEP024A 10
Conduct civil construction skill steer leader operations RIIMP018D 10
Conduct in-service safety testing of electrical cord connected equipment & cord assemblies UEE30020A 11
Enter & work in confined spaces RIHWHS202D 11
Licence to erect, alter and dismantle scaffolding basic level CPCCLSP200A & intermediate level CPCCLSP300A 11
Licence to operate a forklift truck TLILIC2801A 12
Licence to operate a boom-type elevating work platform TLILIC2005A 12
Licence to perform rigging basic level CPCCLRG200A 12
Licence to perform digging basic level CPCCLDD300A & Licence to perform digging basic level CPCCLRG300A 12
Scaffold requirements 13
Test & Tag Compliance & Requirements for the Construction Industry UEE30020A & UEE30024A 13
Traffic Management RIHWHS3020D, RIHWHS202D & RIIG006D 13

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**LEGEND**

- PM - Perth Metro
- GS - Great Southern
- SW - South West
- NW - North West
- B - Broome
- K - Karratha
- NL - North Lake
- PH - Port Hedland
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For course fees and registration form download at [http://www.mbawa.com/training-courses](http://www.mbawa.com/training-courses)
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**CAN'T SEE THE COURSE YOU WANT?**
Contact your Master Builders' Training Coordinator for more information
CONSTRUCTION SKILLS

UNIQUE STUDENT IDENTIFIER (USI)

The Australian Government has rolled out a new system that allows students who are undertaking Nationally Recognised Training to find and collate their Vocational Education and Training (VET) achievements in one place so they will never lose their VET records again. Called the Unique Student Identifier (USI), any student from 1 January 2015 who is undertaking Nationally Recognised Training must have a USI.

HOW DO I GET A USI?
Prior to commencing study in Nationally Recognised Training with a Registered Training Organisation (RTO), students are advised to obtain a USI. Students can apply for a USI by visiting the USI website www.usi.gov.au

When applying for your USI identification is required. Examples of ID include passport, drivers license and Medicare card.

WHAT HAPPENS IF I CAN’T GET A USI?
If students do not have a USI when undertaking or completing Nationally Recognised Training, Master Builders will not be able to issue results regarding training completed. This may mean a student will not receive their Statement of Attainment for their qualification. It is recommended that students provide the USI to their Registered Training Organisation (RTO), if available, at the time of enrolling. The USI is required for anyone who is intending to work as a Scaffolder in the Building/Construction Industry, prior to commencing study in Nationally Recognised Training such as a Licence to Erect, Alter and Dismantle Scaffolding.

FOR MORE INFORMATION
Head to www.usi.gov.au

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FOR MORE INFORMATION
Head to www.usi.gov.au

CONSTRUCTION SKILLS

UEENEEP024A
ATTACH CORD AND PLUGS TO ELECTRICAL EQUIPMENT FOR CONNECTION TO A SINGLE PHASE 230V SUPPLY.

This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 230v a.c. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.

PRE-REQUISITE: You must have successfully completed after January 2013 the Portable electrical testing and tagging course UEENEEP026A & UEENEEE101A with Frontline Safety & Training before you can attend Attach cord & plugs to electrical equipment for connection to a single phase 230v supply course.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment by Frontline Safety and Training for UEENEEP024A Attach cord and plugs to electrical equipment for connection to a single phase 230v supply.

RIIMP031E
CONDUCT CIVIL CONSTRUCTION SKID STEER LOADER OPERATIONS

This unit involves the skills and knowledge required to operate a skid steer loader, including planning and preparing for skid steer loader operations, operate skid steer loader, load, carry and place materials, select, remove and fit attachments, prepare to relocate the skid steer loader, carry out machine operator maintenance and conduct housekeeping activities.

This course is suitable for persons with or without plant operating experience. You must be able to read, write and communicate in the English language.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for RIIMP031E Conduct civil construction skid steer loader operations.

UEENEEP026A
CONDUCT IN-SERVICE SAFETY TESTING OF ELECTRICAL CORD CONNECTED EQUIPMENT AND CORD ASSEMBLIES

Amendments were made to the OSH Regulations to allow a competent person to test and tag portable electrical equipment for use on a construction and/or demolition site. As required by the Occupational Safety and Health Act and Regulations, the course provides participants with the knowledge and skills required to test and tag portable electrical equipment on demolition, construction and mine sites.

PRE-REQUISITE: It is required that you have obtained the Work Safely in the Construction Industry CPCCHS1001A (white card) obtained after October 2005, and to provide a copy of your Statement of Attainment together with your registration form

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment by Frontline Safety and Training for UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies and UEENEEE101A Apply occupational health and safety regulations, codes and practices in the workplace.

RIIHS202D
ENTER AND WORK IN CONFINED SPACES

This nationally accredited course provides participants with the theory and practical skills required to enter and work in confined spaces.

The aim of this course is to provide the participants with the knowledge and understanding to identify, inspect, work in and monitor a confined space.

Course content includes:
• Duty of Care
• Attitude towards working safely in confined spaces
• Risk Assessment, hazard identification and control
• Safe working in confined spaces
• Roles and responsibilities of standby person
• Emergency and rescue procedures

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for RIIHS202D Enter and work in confirmed spaces.
CONSTRUCTION SKILLS

TLILIC2001A LICENCE TO OPERATE A FORKLIFT TRUCK

This nationally accredited 2 day course provides participants with the theory and practical skills to operate a forklift.

Participants undergo training in: Current legislation and requirements, Hazard identifications and control measures, Pre-start, shut-down and secure procedures, Operating and moving loads, Fitting attachments.

You are required to be a minimum of 18 years and wear appropriate protective clothing and footwear (no thongs or singlets). Photo ID required to be shown on days of training.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment by either RTO for TLILIC2001A Licence to operate a forklift truck.

TLILIC2005A LICENCE TO OPERATE BOOM-TYPE ELEVATING WORK PLATFORM (BOOM LENGTH 11 METRES OR MORE)

This nationally accredited 2 day theory and practical course is based upon the National Standard for Licensing Persons Performing High Risk Work.

Training includes, Current legislation and requirements, Hazard identifications and risk management, Conducting routine checks, setting up, operating, shutting down and securing EWP, Correctly assessing, installing and using fall protection equipment.

You are required to be a minimum of 18 years and wear appropriate protective clothing and footwear (no thongs or singlets). Photo ID required to be shown on days of training.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for CPCCLRG3001A Licence to perform Rigging Basic Level.

CPCCLDG3001A LICENCE TO PERFORM DOGGING BASIC LEVEL

This nationally accredited 7 day course provides participants with the theory and practical skills to work as a Dogman and Rigger in the building and construction industry.

Participants will undergo training in: • Current legislation and requirements • Hazard identifications & control measures • Selection and inspection of lifting gear • Performing slinging techniques • Direction of crane operator when load out of view • Preparing site and equipment • Rigging work associated with: movement of plant/ equipment, steel erections and hosts, placement of pre-cast concrete, safety nets and static lines, perimeter safety screens/shutters, cantilever crane leading platforms.

You are required to be a minimum of 18 years and wear appropriate protective clothing and footwear (no thongs or singlets). Photo ID required to be shown on days of training.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for CPCCLDG3001A Licence to perform Dogging.

CPCCLGR3001A LICENCE TO PERFORM RIGGING BASIC LEVEL

This nationally accredited 5 day course is designed for people who are intending to work as a Rigger in the building/construction industry.

Participants will undergo training in: • Current legislation and requirements • Hazard identifications & control measures • Selection and inspection of equipment • Preparing site and equipment • Rigging work associated with: movement of plant/equipment, steel erections and hosts, placement of pre-casts concrete, safety nets and static lines, perimeter safety screens/shutters and cantilever crane leading platforms.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment by Nara Training and Assessing for CPCCLGR3001A Licence to perform Rigger basic level.

CONSTRUCTION SKILLS

CPCCLDG3001A LICENCE TO PERFORM DOGGING & CPCCLGR3001A LICENCE TO PERFORM RIGGING BASIC LEVEL

This nationally accredited 2 day course provides participants with the theory and practical skills to perform rigging.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for CPCCLDG3001A Licence to perform Dogging & CPCCLGR3001A Licence to Perform Rigging Basic.

Scaffold requirements

This course provides a supervisor with everything you need to know in order to ensure that scaffolding on-site is in accordance with the requirements.

Covering requirements for: • Access to working platforms • Bracing • Edge Protection • Inspections and handover certificates • Hazard Identification and control • Licensing requirements for scaffolding • Mobile scaffolds • Prefabricated scaffolds • Ties • Types of scaffolding

ON COMPLETION: You will be provided with a Master Builders’ Certificate of attendance.

Traffic management

RIIWH3002D IMPLEMENT TRAFFIC MANAGEMENT PLAN
RIIWH3025D CONTROL TRAFFIC WITH STOP-SLOW BAT
RIICOM201D COMMUNICATE IN THE WORKPLACE
RIIWH201D WORK SAFELY AND FOLLOW WHS POLICIES AND PROCEDURES

This 3 day course provides participants with theory and practical skills to implement a traffic management plan including, preparing, setting out, monitoring and closing down the traffic guidance scheme and cleaning up and controlling traffic with a stop-slow bat in accordance with Main Roads WA Standards.

To attend this course you are required to hold or have held a driver’s licence. Have a valid WorkSafe WA white or blue card.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for Implement a traffic management plan RIIWH3002D, Control traffic with stop-slow bat RIIWH3025D, Communication in the workplace RIICOM201D, Work safely and follow WHS policies and procedures RIIWH201D. WorkSafe WA certificate of accreditation and photo ID (valid for 3 years).

CAN’T SEE THE COURSE YOU WANT?
Contact your Master Builders’ Training Coordinator for more information
BUILDERS' CERTIFICATE OF ATTENDANCE

ON COMPLETION: You will be provided with a Master Builders' certificate of attendance.

BCA WATER-PROOFING OF WET AREAS

This course looks at the Building Code and Australian Standard requirements for brickwork including:

- Accessories
- Reinforced and unreinforced masonry including internal and external walls and piers
- Exposure factors
- Chasing brickwork for services
- Weatherproofing of brickwork including flashing requirements for brickwork
- Maintaining continuous and minimum cavity

At the completion of the course the participants will have a better understanding of the minimum weather-proofing requirements of the BCA and Australian Standard. The workshop will be interactive and participants are encouraged to be involved in the discussions.

ON COMPLETION: You will be provided with a Master Builders' certificate of attendance.

CUSTOMER SERVICE

Imagine a culture of "service entrepreneurship", where each staff member enthusiastically takes responsibility for ensuring your customers have an experience that they want to share with everyone they meet! It's no longer good enough to give "excellent" customer service. To get customers coming back to you time and time again, to get customers giving you rave reviews, your service has to be nothing short of "extraordinary".

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.

- Identify the qualities of good and bad customer service
- What makes service outstanding?
- The key attributes of an outstanding customer service provider
- Moments of truth — outstanding service is up to you
- It's the little things that make the biggest impact — what service memory can you create?
- Important first impressions — grooming and deportment
- Greeting the customer — what to do and what not to do!
- Showing you care — practical ways to be helpful and service oriented
- Exceeding customer expectations — under promise and over deliver

ON COMPLETION: You will be provided with a Master Builders' certificate of attendance.

EFFECTIVE BUSINESS WRITING SKILLS

This course will look at the purpose of different communications, the medium to use to transmit it, the language to use and the ways in which you can be misunderstood.

- Emails, memos and other informal communications
- Minutes of meetings
- Formal correspondence such as letters, contractual notices and claims

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

DIY DEBT COLLECTION

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 legal system offer. NO EXPENSIVE LEGAL BILLS!

Topics covered in this 4 hour course:

- The Contract
- Dispute Resolution Options
- Application for Adjudication
- Magistrates Court
- Building Disputes Legislation

You can DIY! Come and find out how on this course.

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

LAW AND RULES SPECIFIC TO REGISTERED HOME BUILDERS

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!

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

NEGOTIATION SKILLS

An essential for all personnel involved in contract negotiation, contract management or dispute resolution.

Topics covered include:

- Communication skills
- Negotiation and conflict resolution
- Avoiding bargaining over positions
- Separating people from the problem
- Insisting on objective criteria
- Getting the other side to play
- Identifying the point at which negotiation is no longer desirable or possible
- Best alternatives to a negotiated agreement

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.
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PLANNING APPROVALS PROCESS

This course is a must for Sales Representatives, Shire Liaison staff and Draftspersons.

Bring your applications in to resolve any issues you may have with Council.

- How to get your approval faster?
- What needs planning approval?
- What tools do they use to assess my application?
- What are the right questions to ask?
- What to include in your application?
- Who is involved?
- What to do when it goes to Council?
- What happens when it is refused?

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

TYPE MANAGEMENT FOR SUPERVISORS

This short course explores effective site planning techniques to ensure the effective use of residential building sites during construction. Content includes site security; materials delivery, handling and storage; locating plant and equipment; noise controls; traffic management issues, including parking and road closures; protection of Council assets; dust, stormwater and sediment control; waste management and use of verges. It excludes site safety issues and scaffolding.

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

INDUSTRY SKILLS

PLANNERS GUIDE TO SUBDIVISION

The subdivision process can often be confusing with the planning requirements, forms and information necessary, local and state government involvement in the process.

Topics covered in this 4 hour course:
- What to look out for when buying property for subdivision?
- Do I green title or survey strata, what’s the difference?
- How do I design my subdivision and what things do I need to look out for?
- Do I build or subdivide first?
- Who can help me get my subdivision through?
- What approvals do I need and what will they be looking for?
- What are some of the cost involved in subdivision?
- What issues are we can expect to face before and after?

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

PLANNING APPROVALS PROCESS

This course is a must for Sales Representatives, Shire Liaison staff and Draftspersons.

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ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

SITE MANAGEMENT FOR SUPERVISORS

This short course explores effective site planning techniques to ensure the effective use of residential building sites during construction. Content includes site security; materials delivery, handling and storage; locating plant and equipment; noise controls; traffic management issues, including parking and road closures; protection of Council assets; dust, stormwater and sediment control; waste management and use of verges. It excludes site safety issues and scaffolding.

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

INDUSTRY SKILLS

STRESS AND WELL-BEING MANAGEMENT (WORKSHOP)

Most of us aren’t prepared to admit that we’re not coping. We feel like we’re supposed to have a handle on all of the pressures in our lives. We feel like it would be a weakness to even up to feeling overwhelmed.

Acknowledging your feelings (and your “humaness”) is not only the first step in dealing with stress, it’s also displaying a strength and courage that many people shy away from.

Using interactive, experiential exercises and real-life studies throughout the program, you’ll walk away with your own well-being plan and some proven techniques for lowering stress and reducing your sense of overwhelm.

At this powerful half-day workshop, you will learn simple strategies and techniques that you can apply to lessen stress and improve well-being.

- What creates stress and tension
- How to tame your thoughts and manage your emotions
- How to take control of your life and stop over-committing yourself
- How to release tension in an instant
- How to use focus and self-discipline to overcome overwhelm
- Six simple well-being strategies to manage stress

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

TENDERING FUNDAMENTALS

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.

Course content and activities include:
- Understanding the tender process
- Preparing to tender
- Bid planning
- Bid management
- Tender strategy
- Preparing your tender response
- Independent peer review

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

THE LAW IN CONSTRUCTION

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.

Topics covered in this course: -
1. The Tender Process;
2. Delay and Disruption;
3. Risk, Liability and Insurance;
4. Personal Properties Security Act;
5. Good Faith in Contracting;
6. Getting Paid, and
7. Building Services Legislation;
   • Dispute Resolution through the Building Commission and State Admin Tribunal;
   • The new builder’s registration system; and
   • New procedures for building permits and certifications.

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

SUCCESSFUL SELLING (WORKSHOP)

If you work anywhere where there’s a complex sales environment (in other words you’re not selling chewing gum in a milk-bar, or nails at Bunnings), be it as a pre-start consultant, client liaison, landscape designer or fit-out consultant, this workshop will help you sell more successfully.

By the end of this workshop, you’ll have created your own personal, step-by-step sales system. You will also:
- Learn how to ask the right questions to move the prospect on to the next stage of the journey;
- Learn what listening attentively feels like so that you can spot the buying signals as well as the objections, early;
- Create your own step-by-step sales process using a ready-made blueprint as your guide;
- Develop a successful selling attitude and mindset;
- Learn how to overcome objections and get to the truth so that you don’t waste time trying stress

ON COMPLETION: You will be provided with a Master Builders’ certificate of attendance.

Contact your Master Builders’ Training Coordinator for more information

Perth 9476 9800   |   Great Southern 9841 6232   |   South West 9726 0939  |   North West 9921 5061

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TIME MANAGEMENT

We have email, instant messaging, social media, video conferencing and the smart-phone. But the price of that connectedness is overwhelming.

Important tasks get interrupted and delayed because people are not managing their activity or their projects effectively.

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.

ON COMPLETION: You will be provided with Master Builders’ certificate of attendance.

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.

Topics covered in this 4 hour interactive course:
- Communicating clearly;
- Communicating effectively to a group;
- Breaking down instructions to improve comprehension;
- Perception checking;
- Understanding your own communication style and how best to adapt to others’ styles;
- The importance of non-verbal communication;
- Choosing the most appropriate channel of communication;
- Active listening skills;
- Delivering high impact messages;
- Giving constructive feedback.

ON COMPLETION: You will be provided with Master Builders’ certificate of attendance.

CODES & STANDARDS FOR SITE SUPERVISORS - RESIDENTIAL (10 UNIT PROGRAM)

The program for 2017 consists of 10 units, four hours duration. Each unit is presented twice in a twelve month period, so you can choose either to attend on a Wednesday or Friday. These units are aimed at site supervisors or people wishing to become site supervisors. They are intended to expose attendees to technical information and by attending these sessions you will become generalists as opposed to specialists in any one topic.

1. GLAZING & FIRE SAFETY
   Explores the Deemed-to-Satisfy requirements of Parts 3.6 and 3.7 of the Housing Provisions of the Building Code of Australia. This short course includes Glazing, Fire separation, Smoke alarms, Heating appliances, and Building in Bushfire prone areas. It reviews current WA provisions for Bushfire Attack Level Assessments and the requirements of AS 3959 - Construction of Buildings in Bushfire Prone Areas.

2. SAFE MOVEMENT & ACCESS
   Explores the Deemed-to-Satisfy requirements of Part 3.9 of the Housing Provisions of the Building Code of Australia. This short course includes Stair construction, Balustrades and handrails, Swimming pool access and Swimming pool water recirculation systems. It explores the requirements for slip-resistance, protection of openable windows and the WA applicable requirements of AS 1684 - Swimming Pool Safety.

3. FINISHING TRADES (A)
   Part A explores the Guide to Standards and Tolerances for Windows and doors, Internal fixing, Painting, Decks and Balconies, Timber floors and Paving. This short course also explores the requirements of AS/NZS 2311 - Guide to the Painting of Buildings.

4. FRAMING, ROOF & WALL CLADDING
   Explores the Deemed-to-Satisfy requirements of Parts 3.4 and 3.5 of the Housing Provisions of the Building Code of Australia. This short course includes Framing, Sub-floor ventilation, Steel framing, Timber framing, Structural steel members, Roof cladding, Gutters and downpipes and Wall cladding. It also includes an overview of the requirements of AS 1684 – Residential Timber Framed Construction.

5. HEALTH & AMENITY
   Explores the Deemed-to-Satisfy requirements of Part 3.8 of the Housing Provisions of the Building Code of Australia. This short course 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.

6. MASONRY
   Explores the Deemed-to-Satisfy requirements of Part 3.3 of the Housing Provisions of the Building Code of Australia. This short course 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.

7. FINISHING TRADES (B)

8. RESIDENTIAL SERVICE STANDARDS
   Explores the requirements of AS/NZS 3000 Wiring Rules together with the requirements of the National Construction Code for residential electrical installations and energy efficiency provisions. It also explores the provisions of AS/NZS 3050 – Plumbing Code of Australia.

9. SITE PREPARATIONS, FOOTINGS & SLABS
   Explores the Deemed-to-Satisfy requirements of Parts 3.1 and 3.2 of the Housing Provisions of the Building Code of Australia. This short course includes Earthworks, Drainage, Termite risk management, Footings and slabs, Preparation, Concrete and reinforcing, Site classification, and Footing and slab construction. It also explores the provisions of AS 2870 – Residential Slabs and Footings.

10. RESIDENTIAL ENERGY EFFICIENCY
    Explores the Deemed-to-Satisfy requirements of Part 3.12 of the Housing Provisions of the Building Code of Australia. This course will also provide participants with an understanding of optional compliance pathways for residential buildings. It will explore the 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.

ON COMPLETION: Those who complete all 10 units within a twelve month period, will receive a Master Builders Codes & Standards Update - Residential Site Supervisors certificate.
This 10 day course is for those interested in attaining skills and knowledge to work in a work health and safety WHS role and who may be required to work independently or under supervision.

**MODULE 1**

BSBWHS402 Assist with compliance with WHS laws.
BSBWHS403 Contribute to implementing and maintaining WHS consultation and participant processes.
BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control.
BSBWHS405 Contribute to implementing and maintaining WHS management systems.
BSBWHS406 Assist with responding to incidents.

**MODULE 2**

PUAWRE002B Ensure workplace emergency prevention procedures, systems and processes are implemented.
BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs.
BSBMT501 Analyse and present research information.
BSBWR401 Write complex documents.

**ON COMPLETION:** After successful completion of the assessment requirement for the ten units of competency you will be provided with the qualification for BSB41415 Certificate in Work Health and Safety.

**LEADERSHIP IN WHS FOR SUPERVISORS AND MANAGERS**

This course is applicable to all Site Supervisors, Managers, Project Managers and Administrators to improve and manage safety in their workplace.

**Learning Outcomes:**
- Provide information to the work group about Occupational Health and Safety policies and procedures.
- Implement and monitor the participative arrangements for the management of Occupational Health and Safety.
- Implement and monitor the organisation’s procedures for providing Occupational Health and Safety.
- Implement and monitor procedures for identifying hazards and assessing risks.
- Implement and monitor the organisations procedures for controlling risks.
- Implement and monitor the organisations procedures for maintaining Occupational Health and Safety.

**ON COMPLETION:** You will be provided with a Master Builders’ certificate of attendance.

**RESTRICTED ASBESTOS REMOVAL LICENCE**

A licence is required in Western Australia for removal of materials that contain asbestos.

A Restricted Asbestos Removal Licence will allow you to remove amounts exceeding 10 square metres of bonded (non-friable) asbestos. The licence will be valid for three years and there is no pre-requisite for this course.

On successful completion of this course (80% pass mark required on written examination), participants can apply to WorkSafe for a Restricted Asbestos Work Licence.

3 Modules covering the following:
- Legislative framework
- Risk management
- Removal and disposal of non-friable (bonded asbestos)

**ON COMPLETION:** You will be provided with a Master Builders’ certificate of attendance.
SAFETY AND HEALTH REPRESENTATIVE COURSE

A Safety and Health Representative is the key to communication by making it easier to exchange ideas and concerns about safety between employers and employees. Safety and health representatives raise and discuss safety issues and concerns with employers and/or managers so they can work together and arrive at solutions to make the workplace safe.

On completion of this 5 day course you will have covered:

- Knowledge of legislation in the role of a Safety and Health Representative;
- Identify and locate information from a variety of sources;
- Conduct an effective inspection of their workplace;
- Conduct an effective investigation into workplace illness/injuries and accidents;
- Communicate on safety and health matters and represent employees;
- Describe the functions, make up and roles of Safety and Health Committee;
- Resolve conflict and issue Provisional Improvement Notices (PINs) when appropriate.

ON COMPLETION: After successful completion of this course, you will be issued with a Certificate of Attendance.

RIIWH2064D
WORK SAFELY AT HEIGHTS

This course covers: identifying the work requirements, work procedures and instructions for the task; accessing and installing equipment; performing work at heights; and cleaning up the work area.

The unit specifies the competency required to undertake safe working practice when working at heights.

ON COMPLETION: On successful completion you will be provided with a Statement of Attainment for RIIWH2064D Work safely at heights.

CPCBCC4022A
SUPERVISE TILT-UP WORK

The aim is to provide participants with the necessary knowledge and skills to equip them to supervise work in tilt-up construction. course is based on the requirements outlined in the Regulations, OSH Act, Code of Practice and Standards and includes:

- Notification requirements
- Code of Practice
- Documentation requirements
- Work Method Statement and JSAs
- Emergency planning and procedures
- Construction sequencing
- Preparing
- Inspection requirements
- Site specific management plan

PRE REQUISITES: There are 2 course pre-requisites required by the training provider – Frontline Safety & Training Services: Persons wishing to attend this course must have successfully completed both courses:

- “Work Safely in the Construction Industry” course (CPCCOHS1001A) or “Safety Awareness Training” course Statement of Attainment. You must forward a copy of your Card OR Statement of Attainment with your registration form.
- “Contribute to safe tilt-up”, “Carry out tilt-up work safely” or “Identify requirements for safe tilt-up work” course and forward a copy of your Statement of Attainment with your registration form.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for CPCBCC4022A Supervise tilt-up work.

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- Knowledge of legislation in the role of a Safety and Health Representative;
- Identify and locate information from a variety of sources;
- Conduct an effective inspection of their workplace;
- Conduct an effective investigation into workplace illness/injuries and accidents;
- Communicate on safety and health matters and represent employees;
- Describe the functions, make up and roles of Safety and Health Committee;
- Resolve conflict and issue Provisional Improvement Notices (PINs) when appropriate.

ON COMPLETION: After successful completion of this course, you will be issued with a Certificate of Attendance.

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This course covers: identifying the work requirements, work procedures and instructions for the task; accessing and installing equipment; performing work at heights; and cleaning up the work area.

The unit specifies the competency required to undertake safe working practice when working at heights.

ON COMPLETION: On successful completion you will be provided with a Statement of Attainment for RIIWH2064D Work safely at heights.

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- Notification requirements
- Code of Practice
- Documentation requirements
- Work Method Statement and JSAs
- Emergency planning and procedures
- Construction sequencing
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- Notification requirements
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- Documentation requirements
- Work Method Statement and JSAs
- Emergency planning and procedures
- Construction sequencing
- Preparing
- Inspection requirements
- Site specific management plan

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- “Contribute to safe tilt-up”, “Carry out tilt-up work safely” or “Identify requirements for safe tilt-up work” course and forward a copy of your Statement of Attainment with your registration form.

ON COMPLETION: After successful completion of this course, you will be issued with a Statement of Attainment for CPCBCC4022A Supervise tilt-up work.
SOFTWARE SKILLS

**MS EXCEL® 2016 BASIC/INTERMEDIATE**

In this 4 hour course you will learn how to use Microsoft® Excel’s basic functions. Learn how to best enter and organise data, perform calculations with simple functions. Work with multiple worksheets, format the appearance of your data and cells.

- Introduction to Microsoft Excel
- Creating formulas and functions
- Formatting rows, columns, cells and data
- Adjusting rows and columns
- Finding and replacing data
- Working with alignment and text wrap
- Sorting data
- Password protecting worksheets and workbooks
- Microsoft Excel shortcut keys, function keys and other useful shortcut keys

**ON COMPLETION:** You will be provided with a Master Builders’ certificate of attendance.

**MS EXCEL® 2016 ADVANCED**

In this 4 hour intermediate Microsoft Excel® course you will learn the skills necessary to use pivot tables, audit and analyse worksheet data, utilise data tools, how to manipulate data using advanced sort and filter functions. Also covers working with multiple large spreadsheets and how to link data to create summary sheets.

- Create pivot tables
- Create, use, edit and manage macros
- Formulas/functions nesting
- Working on large spreadsheets
- Advanced sort and filter
- Import and expert data
- Protecting data and; Microsoft Excel shortcut keys

**ON COMPLETION:** You will be provided with a Master Builders’ certificate of attendance.

**MS PROJECT® 2013 BASIC**

Microsoft® Project is one of the world’s most popular project management software applications. Small class up to 10 participants and hands on learning.

- Introduction to the various components that make up the software package;
- Build a basic list of tasks grouped under summary tasks;
- Create a project calendar with working hours relevant to your organisation;
- Add public holidays and any company closure times to the project calendar;
- Create this calendar as a default for all projects;
- Link the tasks in your task list in the order in which they are going to be done;
- Learn about task relationships and task dependencies;
- Format your Gantt chart; Task List & various views to use;
- Review the standard reports provided in MS Project;

**ON COMPLETION:** You will be provided with a Master Builders’ certificate of attendance.

**MS PROJECT® 2013 INTERMEDIATE/ADVANCED**

Microsoft® Project is one of the world’s most popular project management software applications. Small class up to 10 participants and hands on learning.

- Create a resource list including people, equipment, material and cost resources;
- Create calendars for your resources;
- Learn about different task types and how this affects resource allocation;
- Allocate resources to tasks;
- Review your project to find over-allocated resources using various tools and views;
- Create a Project Budget and view how costing is done;
- Create the initial baseline for your project and learn how to add additional baselines as required;
- Track the progress on your project using various methods;
- Report on progress using built in views and reports;
- Export your project data to Excel and print your project plan as a PDF.

**ON COMPLETION:** You will be provided with a Master Builders’ certificate of attendance.

**MS OFFICE® 2016 PRODUCTIVITY SUITE**

This 4 hour course is designed for people using the Microsoft® Office Suit. It will enable office users to speed up, simplify and streamline common business tasks.

Businesses will improve by increasing efficiency of their resources.

In addition a part of the course is dedicated to introducing new features of Office 2016. Topics include: Outlook, Word, Excel, Access and Paint.

We also invite you to advise specific areas you would like assistance with.

**ON COMPLETION:** You will be provided with a Master Builders’ certificate of attendance.

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**CAN’T SEE THE COURSE YOU WANT?**

Contact your Master Builders’ Training Coordinator for more information.
WHITE CARD

CPCCOHS1001A
WORK SAFELY IN THE CONSTRUCTION INDUSTRY

This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry.

This unit relates directly to the general induction training program specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

ON COMPLETION: On successful completion you will be provided with a Statement of Attainment CPCCOHS1001A Work safely in the construction industry.

TRADE & OCCUPATIONAL LICENSING

CPSC0210
DIPLOMA OF BUILDING AND CONSTRUCTION

The CPSC0210 Diploma of Building and Construction is a qualification suitable for those wishing to become Registered Builders in Western Australia, Construction Managers, Site Supervisors, Building Inspectors.

This qualification will comprise the following units of competency:

- CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects
- CPCCBC4003A Select and prepare a construction contract
- CPCCBC4004A Identify and produce estimated costs for building and construction projects
- CPCCBC4010A Apply structural principles to residential low rise constructions
- CPCCBC4005A Produce labour and material schedules for ordering
- CPCCBC4013A Prepare and evaluate tender documentation
- CPCCBC5001B Apply building codes and standards to the construction process for medium rise building projects
- CPCCBC5002A Monitor costing systems on medium rise building and construction projects
- CPCCBC5003A Supervise the planning of on-site medium rise building or construction work
- CPCCBC5010A Manage construction work
- CPCCBC5018A Apply structural principles to the construction of medium rise buildings
- BSBOHS504B Apply principles of OHS risk management
- BSBPMG505A Manage project quality
- BSBPMG508A Manage project risk
- CPCCBC5005A Select and manage building and construction contractors
- CPCCBC5007A Administer the legal obligations of a building or construction contract
- CPCCBC4014A Prepare simple sketches and drawings
- CPCCBC4018A Apply site surveys and set-out procedures to building and construction projects
- CPSCUS5001A Develop workplace policies and procedures for sustainability

PRE-REQUISITE: There is no pre-requisite but Master Builders requires participants to have at least 5 years of construction industry experience and for participants to be computer literate.

ON COMPLETION: After successful completion of this course, you will be issued with a National Diploma CPSC0210 Diploma of Building and Construction that meets the educational requirements for Builders Registration in Western Australia.

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 a Blue Card or a White Card. All employees and self-employed people should ensure that they complete the training prior to working or attending a construction site.

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 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) or that they refresh their knowledge.

ON-LINE:
Self paced online training anywhere within Western Australia. Fully accepted, 100% audited and in accordance with training requirements - http://www.trainmeonline.com.au/promo/index.php

HEAD OFFICE:
Call in at the Master Builders Association, Level 3, 35 - 37 Havelock Street, West Perth before 12.00pm on any weekday and complete the training online using our computers at own pace, supported by TAE40110 qualified trainers. Receive your card and Statement of Attainment (certificate) on the same day once deemed competent. To ensure we have a room and laptop available, you must call ahead to schedule an appointment – 9476 9800.

CLASSROOM BASED TRAINING:
A 4-5-hour course presented in person by a TAE40110 qualified trainer. You will receive your card and Statement of Attainment (certificate) on the same day. A minimum number of 6 attendees are required.

BLUE card/ WHITE card REFRESHER:
You can simply update your competencies. Complete the course on-line and receive a sticker to place on your current card, as approved by WorkSafe WA. You will also receive a letter of confirmation with the refresher training details. http://www.trainmeonline.com.au/promo/index.php

LOST or DAMAGED CARD:
If you completed your training with Master Builders, a replacement card or a copy of your Statement of Attainment (certificate) can be issued by contacting Master Builders Training Department on 9476 9800. The replacement card will cost $35.00, which can be collected from our office or posted to you.

UNIQUE STUDENT IDENTIFIER:
From January 1 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). If you don’t have a USI you will not receive your qualification or statement of attainment. Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training. https://www.usi.gov.au/

Check to see with which RTO you completed your Blue/White card training with in Western Australia http://www.commerce.wa.gov.au/worksafe/construction-induction-card-database

For course fees and registration form download at http://www.mbawa.com/training-courses
CANCER COUNCIL WESTERN AUSTRALIA
SunSmart Workplace Education Sessions
“Skin Cancer and Outdoor Work: How to Work Safely in the Sun”
1-hour duration
https://www.cancerwa.asn.au/resources/education

HOLYOAKE
Substance misuse, drugs and alcohol
Fit4Work program for Apprentices. For more info please call 9416 4444, email corporateprograms@holyoake.org.au
or visit www.holyoake.org.au
Wellbeing@Work:  http://bit.ly/R4q11i

Healthier Workplace WA
Healthier Workplace WA offer free workplace health and wellbeing workshops, seminars, webinars and training both online and face-to-face.
Visit www.healthierworkplacewa.com.au for dates and more information

MATES IN CONSTRUCTION
Suicide prevention in the Construction Industry
• General Awareness Training (GAT)
• Connector Training
• ASIST Training
For more information: http://bit.ly/2g8xjND

HOLYOAKE

REFUND POLICY

1. PURPOSE
The Master Builders Association of WA is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, the Master Builders Association of WA is required to have and provide detail of a fair and reasonable refund process.

The purpose of this policy is to provide for the appropriate handling of client refunds.

2. POLICY STATEMENT
The Master Builders Association of WA is committed to ensuring fair and reasonable refund practices.

The Master Builders Association of WA will:
• Implement and maintain a process for fair and reasonable refund of fees paid; and
• Provide refunds for fees and charges paid by individuals / clients, where training and assessment activities have not been delivered.

3. POLICY PRINCIPLES
The following principles underpin this policy.

a. Details of The Master Builders Association of WA Refund Policy are to be publicly available.
b. Payment of all refunds is made within one week (seven days) of application for refund.
c. With regard to all withdrawals, The Master Builders Association of WA will firstly encourage a client to enrol on another course date, or to accept a credit towards other training, prior to processing refund applications.
d. Written notification of withdrawal from a training program must be provided by a client to apply for a refund for a course. This may be via letter, email or the completion of the refund form.
e. There is no refund applicable where a client has commenced their course/unit.
f. There is no refund to participants who do not obtain their qualification after assessment.
g. There is no refund for recognition of prior learning assessments after enrolment, where Recognition resources and services have been supplied to the client.
h. The Master Builders Association of WA does not accept liability for loss or damage suffered in the event of withdrawal from a course by a client.
i. The Master Builders Association of WA provides a full refund to all clients, should there be a need for The Master Builders Association of WA to cancel a course. In the first instance The Master Builders Association of WA will (where possible) provide an opportunity for the client to attend another scheduled course.
j. If the Master Builders Association of WA cancels a course, clients do not have to apply for a refund, the Master Builders Association of WA will process the refunds automatically.
k. Refunds for cancellation of enrolments are granted on a sliding scale (See Below 3.1 & 3.2).
l. If there are exceptional circumstances such as death of immediate family, sickness supported by a medical certificate, the Director Training may after considering the circumstances agree to transfer the registration to a future course.

3.1 SHORT COURSES & SKILL SETS
Refunds for enrolments in individual classroom based courses will be calculated in accordance with the following sliding scale.

<table>
<thead>
<tr>
<th>REASON FOR REFUND</th>
<th>NOTIFICATION REQUIREMENTS</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client withdraws</td>
<td>In writing, five (5) working days or more prior to the course commencement</td>
<td>100% of the course fee (paid by the client)</td>
</tr>
<tr>
<td>Client withdraws</td>
<td>In writing, less than five (5) working days prior to course commencement. Does not attend on the day of the course.</td>
<td>Nil refund</td>
</tr>
<tr>
<td>Client withdraws</td>
<td>After course commencement, due to inappropriate behaviour or any other reason.</td>
<td>Nil refund</td>
</tr>
<tr>
<td>Course cancelled</td>
<td>by the Master Builders Association of WA</td>
<td>100% of the course fee (paid by the client)</td>
</tr>
</tbody>
</table>

Fees are refunded in full where the client submits in writing reason for withdrawal, five working (5) days or more prior to commencement of an enrolled course or assessment.
### REFUND POLICY

#### 3.2 QUALIFICATIONS/ACCREDITED COURSES
Refunds for enrolments on nationally recognized qualifications (workplace based/traineeships) and accredited courses are subject to the following refund formula.

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>DESCRIPTION</th>
<th>FEE $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full fee</td>
<td>In writing, five (5) working days or more prior to the course commencement</td>
<td>100% refund</td>
</tr>
<tr>
<td>Where a deposit is paid and the full fee is paid off over the duration of the study</td>
<td>• Cancellation received in writing at least five working days (5) prior to commencement</td>
<td>100% refund</td>
</tr>
<tr>
<td></td>
<td>• Less than five working days before course commencement but prior to the course commencement</td>
<td>Forfeits the deposit only</td>
</tr>
<tr>
<td></td>
<td>• At any stage after course commencement</td>
<td>Still liable for payment of the full course fees</td>
</tr>
</tbody>
</table>

#### 4. MASTER BUILDERS ASSOCIATION OF WA RESPONSIBILITIES
The Director of the Master Builders Association of WA is responsible for ensuring compliance with this policy. The training staff of the Master Builders Association of WA will process refund requests within 2 weeks from the day of receipt.

#### 5. ACCESS & EQUITY
The Master Builders Association of WA Access & Equity Policy applies. (See Access & Equity Policy).

#### 6. RECORDS MANAGEMENT
All documentation from Refund processes are maintained in accordance with Records Management Policy. (See Records Management Policy).

#### 7. MONITORING AND IMPROVEMENT
All Refund practices are monitored by the Director of the Master Builders Association of WA and areas for improvement identified and acted upon. (See Continuous Improvement Policy).

### TERMS & CONDITIONS

#### CANCELLATION, REFUND & TRANSFER
Every registration form has the cancellation notice written on the form relevant to that course. We require a minimum of 5 workings days notice in writing to cancel a participants booking to receive a full refund, or transfer to a future course date. A substitute person will be accepted up to 48 hours prior to the 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.

#### CONSTRUCTION TRAINING FUND - Subsidy
The Construction Training Fund (CTF) provides a subsidy of $31 per hour (to a maximum of $248 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 RTOs. The maximum amount that can be claimed per employee, per course, is $1300.00.

For training undertaken at regional RTOs, the CTF can provide a subsidy of $34 per hour (to a maximum of $272 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 $1700.00.

Please contact Master Builders Training Centre 9476 9800 to check your eligibility. The CTF may require a completed work history form 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.

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

**COURSE FEES**
All costs are inclusive of GST where applicable. Course costs are subject to change. 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 9476 9800 to receive up-to-date course dates.

#### DISCLAIMER
Courses and dates correct at time of print.

#### PRIVACY
The Master Builders Association of Western Australia may use the personal details of individuals named in this form for its member service or promotional activities. Master Builders may also pass on the information to other organisations to assist it in marketing or other activities. Those organisations may use the information for their own marketing or other purposes. If you do not wish the personal details contained in this form to be used by Master Builders or other organisations please tick the box [ ]. If you do not tick the box, then Master Builders will consider that the individuals completing this form consent to their personal details being used in the manner outlined. Master Builders’ complete Privacy Policy is available on our Home Page at www.mba.wa.com.

**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 pre requisites required to attend a course must be forwarded along with your registration form.

**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.

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Master Builders Association of Western Australia is a Registered Training Organisation (RTO) #5101

For course fees and registration form download at [http://www.mba.wa.com/training-courses](http://www.mba.wa.com/training-courses)