

Master Builders Association of Western Australia

Training Prospectus 2019



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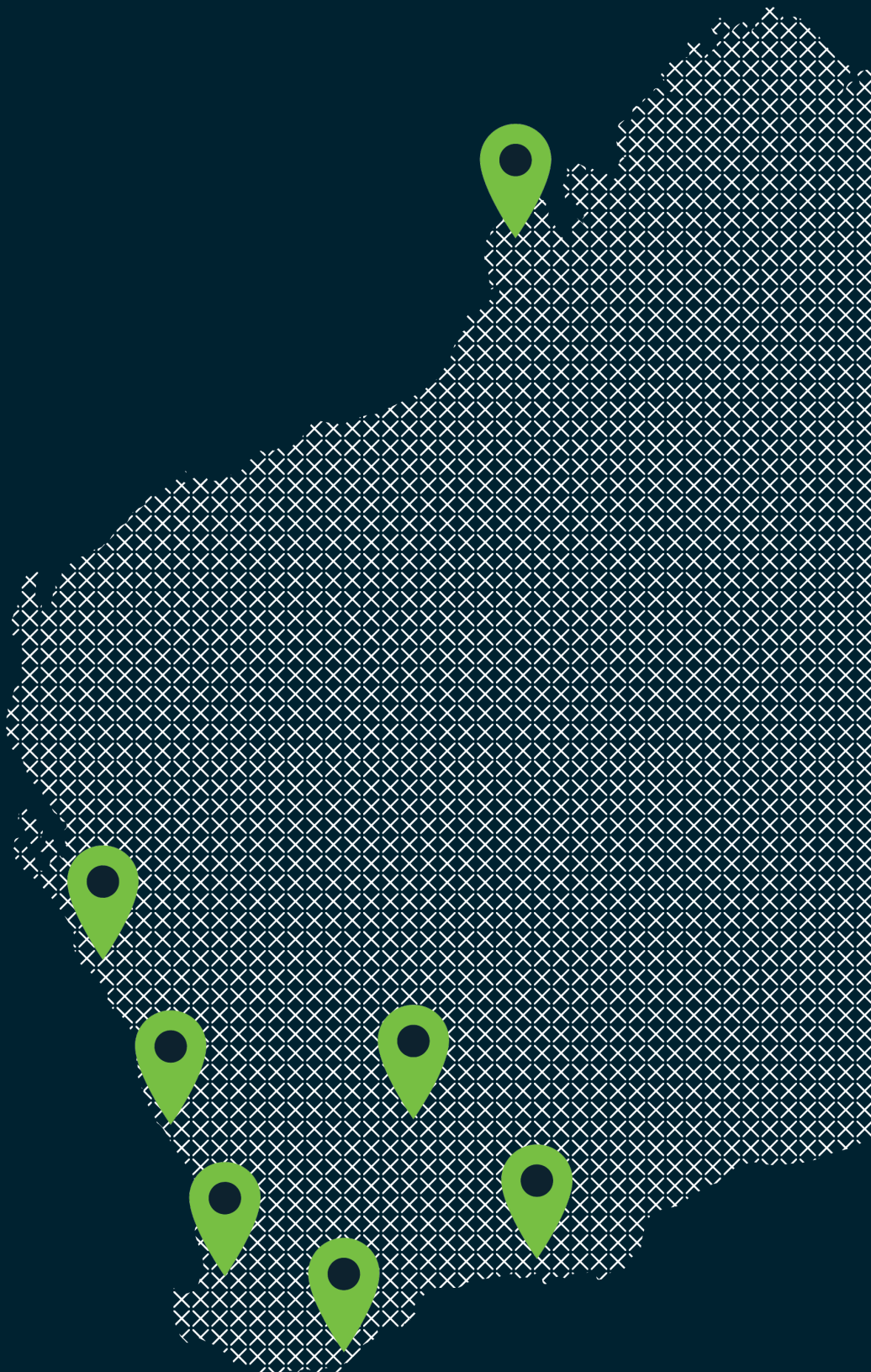
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A Message from the Executive Director

Master Builders Association of WA is a Registered Training Organisation (RTO 5101), with an enviable reputation for the quality of training we provide to those who work in the building and construction industry.

Whether it's entry into the industry, safety, technical, legal, technological or business skills training, the diversity of our courses will benefit you and your staff.

As we all know, training is a critical element in keeping your workforce informed, updated, motivated and equipped with the skills and knowledge to meet your regulatory obligations and provide professional expertise for the betterment of your clients.

Master Builders WA takes pride in offering relevant training, which is presented by industry experts and well qualified trainers. We also understand the need for customised training in this dynamic and every changing environment. If you have a specific training need or would like to attend any of our training courses, please contact our well equipped and dedicated training team on (08) 9476 9800 or training@mbawa.com.

I encourage all Master Builders WA members to take advantage of the comprehensive range of courses we are offering to assist you and your organisation in 2019.



JOHN GELAVIS
EXECUTIVE DIRECTOR
MASTER BUILDERS WESTERN AUSTRALIA



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General Construction



White Card

CPCCWHS1001 Prepare to work safely in the construction industry



Master Builders Association of WA RTO 5101 will be issuing a Statement of Attainment.

Overview

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work.

This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It relates directly to the general induction training program specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

This course is well suited to the job roles including Construction Worker, Labourer, Security Officer (when working on a construction site), any other occupation on a construction site.

Entry Requirements

Any individual over 12 years of age, competent in written and spoken English. Prior to enrolment students are required to undertake a Language, Literacy and Numeracy (LLN) assessment.

Learning Outcomes

- Identifying health and safety legislative requirements of construction work
- Identifying construction hazards and risk control measures
- Identifying health and safety communication and reporting processes
- Identifying incident and emergency response procedures

Delivery Options and Duration

This unit is delivered face to face and is also available via blended learning i.e. online and face to face (or via video) practical element.

This course is delivered and assessed over 6 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Enter and Work in Confined Spaces

RIIWHS202D Enter and work in confined spaces



Skills Training and Engineering Services RTO 50091 will be issuing a Statement of Attainment.

Overview

This unit is appropriate for those working in operational roles undertaking work in confined spaces.

Entry Requirements

Basic level of English proficiency (written and communication).

Learning Outcomes

- The requirements of Australian Standards
- Definitions of a confined space
- Roles of personnel involved in working in a confined space
- What defines a person as having entered a confined space
- Duties of a Stand-by person, confined space Permit Issuer & a Permit Holder
- Gas testing requirements, when and by whom
- Using the Hierarchy of control to identify hazards in confined space
- Effects of these gasses on the body and treatment of persons that have been exposed to them
- Types of asphyxiants effects of oxygen depletion
- NIOSH Exposure limits, STEL, PPM and TWA
- Pre-entry requirements, Isolations, Emergency Plans, Ventilation, Communication
- Understand Job Safety Analysis (JSA) or/and Risk Assessment (RA)
- Emergency rescue procedure

Delivery Options and Duration

This course is delivered and assessed face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

Work Safely at Heights

RIIWH5204D Work safely at heights



Skills Training and Engineering Services
RTO 50091 will be issuing a Statement of
Attainment.

Overview

This unit is appropriate for those working in operational roles where they are required to perform work at heights.

Entry Requirements

Basic level of English proficiency (written and communication).

Learning Outcomes

- Identify work requirements
- Understand Job Safety Analysis (JSA) or/and Risk Assessment (RA)
- Identify work procedures and instructions
- Hierarchy of control to identify hazards at heights
- Access and install equipment
- Risk of falling objects
- Perform work at heights
- Inspect and fit of a Full Body Harness
- Clean up work area
- Inspection and the correct use of ladders
- Understand free fall, free fall-arrest and fall-to-safe
- Housekeeping and height safety general
- Suspension trauma
- Emergency rescue procedure
- Edge Protection

Delivery Options and Duration

This course is delivered and assessed face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

Forklift

TLILIC2001 Licence to operate a forklift truck



Skills Training and Engineering Services
RTO 50091 will be issuing a Statement of
Attainment.

Overview

This unit requires a person operating a forklift truck to plan the work, conduct routine checks on a forklift truck, shift loads in a safe manner, and safely shut down and secure equipment after completing operations.

Entry Requirements

At least 18 years of age and has basic level of English proficiency (written and communication).

Learning Outcomes

- Duty of care
- Personal protective equipment
- Hazard identification and risk controls
- Pre-and post-operational checks
- Forklift orientation
- Duty of care
- Safe operation
- Stability when raising the load
- Stability when tilting the load
- Traveling, loading trucks and parking
- FLT's and electricity
- Attachments
- Engineering principles
- Loads calculations

Delivery Options and Duration

This course is delivered and assessed face to face over 2 days (8 hours/day).

Please contact training@mbawa.com for Group Bookings and training at your site.

COMPLETE YOUR WHITE CARD WITH MASTER BUILDERS!

- ✓ Easy
- ✓ Online
- ✓ Pay \$55* for a Personal Protective Equipment pack (PPE) & receive; high vis retro vest, hard hat, safety glasses and earplugs to help you complete the course

*In addition to the course fee



EWP

TLILIC2005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more)



Skills Training and Engineering Services RTO 50091 will be issuing a Statement of Attainment.

Overview

This unit specifies the skills and knowledge required to safely operate a boom-type elevating work platform where the length of the boom is 11 metres or more. A person performing this work is required to hold a boom-type elevating work platform high risk work licence(HRWL).

Entry Requirements

At least 18 years of age and has basic level of English proficiency (written and communication).

Learning Outcomes

- EWP safety awareness
- Harnesses and other personal protective equipment
- Hazard identification and risk controls
- Pre-and post-operational checks
- EWP orientation
- Australian standard
- EWP orientation (ground controls)
- EWP orientation (platform controls)
- EWP orientation (emergency controls from the ground)
- Emergency controls from the platform

Delivery Options and Duration

This course is delivered and assessed face to face over 2 days (8 hours/day).

Please contact training@mbawa.com for Group Bookings and training at your site.

Dogging

CPCCLDG3001A Licence to perform dogging



Skills Training and Engineering Services RTO 50091 will be issuing a Statement of Attainment.

Overview

This course is designed for participants to gain the necessary skills to plan, prepare and complete Dogging work as prescribed by the National Standard for Licensing Persons Performing High Risk Work.

Entry Requirements

At least 18 years of age and has basic level of English proficiency (written and communication).

Learning Outcomes

- Duty of care requirements, relevant sections of the OHS Regulations and Australian Standards
- Splice and whip fibre ropes
- Plan jobs safely
- Inspect and safely use, chains, soft slings, FSWR
- Understand Safe Working Loads
- Understand correct stacking and unloading
- Recognise different types of cranes, how they operate, correct setting up of most cranes, and descriptions
- Calculate areas and weights of loads
- Recognise and use load handling accessories
- Understand requirements and use of PPE
- Correctly sling loads. Selection and care of slings

Delivery Options and Duration

This course is delivered and assessed face to face over 4 days (8 hours/day).

Please contact training@mbawa.com for Group Bookings and training at your site.

Basic Rigging

CPCCLRG3001A Licence to perform rigging basic level



Skills Training and Engineering Services RTO 50091 will be issuing a Statement of Attainment.

Overview

This course is designed for participants to gain the necessary skills to plan, prepare and complete basic rigging work as prescribed by the National Standard for Licensing Persons Performing High Risk Work.

Pre-requisite

CPCCLDG3001A Licence to perform dogging.

Learning Outcomes

- Duty of care requirements, relevant sections of the OHS Regulations and Australian Standards
- Safely plan and conduct basic rigging duties
- Have a full understanding of most common types of FSWR and their particular applications
- Use of PPE
- Set up winches, sheaves and purchases for FSWR and fibre rope
- Identify and correctly operate rigging appliances, anchorages & fittings, steel erection, crane loading platforms, material hoists, safety nets etc
- Handling pre-cast concrete

Delivery Options and Duration

This course is delivered and assessed face to face over 4 days (8 hours/day).

Please contact training@mbawa.com for Group Bookings and training at your site.

Tilt-up Construction

CPCCCM1016A Identify requirements for safe tilt-up work



Nara Training and Assessing RTO 4518 will be issuing a Statement of Attainment.

Overview

The aim of this training is to provide participants with the necessary knowledge and skills to equip them to safely work in tilt-up construction. The course provides meaningful theoretical instruction to help participants understand the hierarchy of hazard control and specific hazards associated with tilt-up construction and the Code of Practice.

This course is a legal requirement for people that are involved in the manufacture, storage, transport, erection and tilt-up and pre-cast panels.

Entry Requirements

Have a good understanding of written and spoken English. Have a completed white card training.

Learning Outcomes

- Identify tilt-up construction and risk management processes
- Identify information relating to safe tilt-up construction
- Identify procedures to maintain safety of self and others

Delivery Options and Duration

This course is delivered and assessed face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Supervise Tilt-up Work

CPCCBC4022A Supervise tilt-up work



Nara Training and Assessing RTO 4518 will be issuing a Statement of Attainment.

Overview

This unit of competency supports the needs of site supervisors and builders with a responsibility for supervising tilt-up work on site. It complies with the National Code of Practice for Precast, Tilt-up and Concrete Elements in Building Construction Identify tilt-up construction and risk management processes.

This unit of competency is a compulsory Worksafe requirement for those people that supervise or intend to supervise a tilt up site.

Pre-requisite

CPCCCM1016A Identify requirements for safe tilt-up work or equivalent.

Learning Outcomes

- Provide effective administration
- Plan and set up site
- Organise and coordinate tilt-up work
- Confirm tilt-up stabilisation

Practical component for this course is not done on site, but a comprehensive written workplace evidence report (Third Party Report) is to be submitted to your trainer within 20 working days from the day course is attended. (You will be provided with a blank report prior to training).

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Electrical Test and Tag

UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies



Nara Training and Assessing RTO 4518 will be issuing a Statement of Attainment.

Overview

This course covers relevant safety practices, regulations, codes of practice, selecting and using testing/measuring devices, identifying faults, applying tagging, terminating /connecting cord and plug conductors, safety testing documentation. Any person wishing to obtain the skills to be able to test and tag electrical equipment will attend this course.

Any person wishing to obtain the skills to be able to test and tag electrical equipment will attend this course.

Pre-requisite

UEENEEE101A – Apply Occupational Health and Safety regulations, codes and practices in the workplace.

Learning Outcomes

- Relevant safety practices, regulations, codes of practice
- Selecting and using testing/measuring devices, identifying faults, applying tagging
- Safety testing documentation

Delivery Options and Duration

This course is delivered and assessed face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Attach Cords and Plugs

UEENEEP024A Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply



Nara Training and Assessing RTO 4518 will be issuing a Statement of Attainment.

Overview

This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 230 Volt. 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.

Entry Requirement

Have a good understanding of written and spoken English.

Learning Outcomes

- Plan and prepare to attach flexible cord(s) and plug(s)
- Attach flexible cord(s) and plug(s)
- Test equipment for operation and safety
- Locate and repair fault(s) in attached flexible cord(s) and plug(s)

Delivery Options and Duration

This course is delivered and assessed face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Verification of Competency

Overview

A Verification of Competency (VOC) is a method of assessment that assists employers to meet OHS requirements and ensure staff are still competent to operate equipment or perform a task.

Master Builders facilitates Verification of Competency (VOC) for the courses leading to High Risk Licences such as Forklift, Basic Scaffolding, Rigging, Dogging, EWP, Slewing Cranes, Non-Slewing Cranes.

Verification of Competency is also facilitated for the other industry relevant courses such as Work Safely at Heights, Gantry or Overhead Crane, Backhoe loader, Skid Steer loader.

If you require verification of competency for other skill at your workplace, please contact training@mbawa.com.

Scaffolding Requirements

Overview

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.

Learning Outcomes

This course will provide you with the skills and knowledge about the following:

- Access to working platforms
- Types of scaffolding
- Licensing requirements for scaffolding
- Mobile scaffolds
- Prefabricated scaffolds
- Bracing
- Edge protection
- Inspections and handover certificates
- Hazard Identification and control
- Ties

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Scaffolding Appreciation

Overview

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.

Learning Outcomes

This course will provide you with the skills and knowledge about the following:

- Overview of OSH Laws
- Australian Standards
- High Risk Work Licenses
- Scaffold terminology
- Types of scaffold
- Hazard identification
- Scaffold tube, fittings and accessories
- Scaffold planks
- Prefabricated scaffolds
- Scaffold platforms
- Edge protection
- Access to scaffolds
- Bracing and ties
- Inspections and handover certificates
- Light duty mobile scaffolds

Delivery Options and Duration

This course is delivered face to face over 1 day (7 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.



Builders Licence



CPC50210 Diploma of Building and Construction (Building)



Master Builders Association of WA RTO 5101 will be issuing the qualification.

Overview

The CPC50210 Diploma of Building and Construction (Building) qualification is suitable for those wishing to become Registered Builders in Western Australia, Construction Managers, Site Supervisors, Building Inspectors.

This qualification will comprise:

- BSBOHS504B - Apply principles of OHS risk management
- BSBPMG505A - Manage project quality
- BSBPMG508A - Manage project risk
- 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
- CPCCBC4005A - Produce labour and material schedules for ordering
- CPCCBC4010B - Apply structural principles to residential low rise construction
- CPCCBC4013A - Prepare and evaluate tender documentation
- CPCCBC4014A - Prepare simple building sketches and drawings
- CPCCBC4018A - Apply site survey and set-out procedures to building and construction projects
- 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
- CPCCBC5005A - Select and manage building and construction contractors
- CPCCBC5007B - Administer the legal obligations of a building or construction contractor
- CPCCBC5010B - Manage construction work
- CPCCBC5018A - Apply structural principles to the construction of medium rise buildings
- *CPCSUS5001A - Develop workplace policies and procedures for sustainability

*Master Builders deliver and assess one additional unit as a part of this qualification to meet the Builders Registration requirements under Building Commission requirements.

CPCCOHS1001A Work safely in the construction industry or CPCCWHS1001 Prepare to work safely in the construction industry (White Cards) will be required to apply for Builders Registration requirements under Building Commission requirements.

Entry Requirements

There are no entry requirements for this course however, MBA requires students to;

- Hold a minimum of five (5) years' experience in the construction industry
- Are employed within the building and construction industry

Delivery Options and Duration

This qualification will be delivered face to face over a period of six months and the assessment requirements are to be completed in 24 months.

After successful completion of all the assessment requirements, a qualification CPC50210 Diploma of Building and Construction (Building) and transcript of result will be issued.

Recognition of Prior Learning

Applicants are encouraged to make enquiries about the process of credit transfer and RPL prior to enrolment in this qualification.

Construction Training Fund Subsidy

For those who meet the Construction Training Fund (CTF) eligibility requirements you can claim the amount of up \$1300.00 after successful completion of the qualification. Details will be provided to each participant in the pre-enrolment process.

"I enrolled myself in Diploma in October 2016 with an aim to start my own business as a registered builder. The trainers were excellent instructors, with lots of experience and presented the content very well and made it more interesting by sharing their real life experiences, good and bad. I completed the course in September 2018 and at the final stage of getting my builders licence. Thank you Master Builders WA for its support."

- Tony De Abreu

Builder Registration Workshop

Overview

Builder Registration Workshop is designed for the individuals seeking to become a registered building practitioner in Western Australia.

This workshop will assist you in the following:

- Understanding builders' registration application requirements
- Registration application process
- Application documentation requirements
- Assistance available from Master Builders

Learning Outcomes

- An understanding of the Builder Registration process applicable in Western Australia
- Templates which can be used to prepare application documentation
- Access to advice and guidance from Master Builders specialists

Delivery Options and Duration

This course is delivered face to face over 2 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Financial Management

Overview

Financial Management is for builders, site managers, construction managers and building practitioners undertaking business and financial planning and managing business finances.

Learning Outcomes

- Create a cash flow
- Understanding your financial statements
- Maintain and review monthly expenditure and income records
- Identifying the relevant book keeping system for your business

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.



Business Skills



MS Excel ® 2016 Basic/Intermediate

Overview

Get introduced to Microsoft Excel - 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 in this course.

Learning Outcomes

This course will provide you with a better understanding on:

- 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.

Delivery Options and Duration

This session is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

MS Excel ® 2016 Advanced

Overview

In this 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.

Learning Outcomes

This course will provide you with a better understanding on:

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

Delivery Options and Duration

This session is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

MS Project ® 2016 Basic

Overview

Microsoft® Project is one of the world's most popular project management software applications. This course is designed to familiarize you with the basic features and functions of Microsoft Project 2016 so you can use it effectively and efficiently in a real-world environment.

Learning Outcomes

This course will provide you with a better understanding and skill on:

- The various components that make up the software package
- Building a basic list of tasks grouped under summary tasks
- Creating a project calendar with working hours relevant to your organisation
- Adding public holidays and any company closure times to the project calendar
- Creating this calendar as a default for all projects
- Linking the tasks in your task list in the order in which they are going to be done
- Learning about task relationships and task dependencies
- Formatting your Gantt chart; task list and various views to use
- Reviewing the standard reports provided in MS Project

Delivery Options and Duration

This session is delivered face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

MS Project ® 2016 Intermediate/Advanced

Overview

This course is designed for users of Microsoft Project 2016 who want to take their skills beyond creating simple projects. It is particularly suited to Microsoft Project users who work with multiple projects and have a need to produce elaborate and detailed reports.

Learning Outcomes

- 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.

Delivery Options and Duration

This session is delivered face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

“ EMCO team appreciates that Master Builders adjust the courses to meet our organisational needs and suit our training needs. Also they provide us with an option to conduct training at our premises. The trainers are very professional, experienced and happy to answer queries. Master Builders training team I always willing to assist and provide us with the right training solution to meet our needs ”

- Julie Bosnjakovic | Compliance & Administration Officer | EMCO Builders

MS Office ® 2016 Productivity Suite

Overview

Businesses will improve by increasing efficiency of their resources.

Utilising the time by your team and you more efficiently will lead towards increasing productivity. This course is designed for people using the Microsoft® Office Suite. It will enable office users to speed up, simplify and streamline common business tasks.

Learning Outcomes

The course will cover aspects of

- Outlook - Managing mailbox size; Creating and organizing folders; Creating, editing groups and editing signatures Tagging, earmarking messages; To be notified when someone has read e-mail; Inviting people to meetings; Setting reminders.
- Word - Saving auto recovery; Clipboard; Undo-redo; Creating hyperlinks; Watermarking; Proofing tools; Letter merges; Headings; Bullet points.
- Excel - Preparing tables for mail merges.
- Access - Using database data for mail mergers.
- Paint - Drawing on images; Resizing images.

Delivery Options and Duration

This session is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Laws & Rules Specific to Registered Home Builders

Overview

A must for all Registered Home Builders!

Home building is more emotionally charged and more heavily regulated than the rest of the construction industry.

Learning Outcomes

This course will provide you with a better understanding on:

- The extra rules that apply to Home Building Contracts under \$500,000
- the best ways of managing these contracts
- the consumer protection laws that apply uniquely to this market

Delivery Options and Duration

This session is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Cbus makes super easy for your business

We are here to meet your business' super needs by providing:



simple and easy super administration



reliable service and support



a **strong super** fund for you and your employees



Contact James for your business super needs

James Moore

Business Superannuation Consultant, WA



0437 688 538



james.moore@cbussuper.com.au

Read the relevant Cbus Product Disclosure Statement and other related documents to decide whether Cbus is right for you. Call **1300 361 784** or visit **www.cbussuper.com.au** for a copy.

Cbus' Trustee: United Super Pty Ltd ABN 46 006 261 623 AFSL 233792 Cbus ABN 75 493 363 262.



Health & Safety



Access for People with Disabilities

Overview

This course is to raise awareness with the building industry about the related obligation towards the needs of the people with disabilities.

Learning Outcomes

The course will cover:

- Access in the buildings for people with disabilities
- Obligations under the BCA
- Appreciate the needs of people with disabilities
- Where is access not required
- Focus on the NCC and where to find the information

Delivery Options and Duration

This session is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Restricted Asbestos Removal Licence

Overview

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.

Learning Outcomes

This course will be delivered in three modules covering the following: -

- Legislative framework
- Risk management
- Removal and disposal of non-friable (bonded asbestos)

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Job Safety Analysis

Overview

The JSA training course intends to educate all parties in the development of a Job Safety Analysis for a work task in the building and construction industry.

Learning Outcomes

At the end of the course participants will be able to:

- Define duty of care responsibilities of employers, main contractors, self employed and employees
- Identify, assess and control hazards associated with construction and building work tasks
- To identify when a JSA is required under the legislation
- To identify hazards at work and to take positive action to reduce or eliminate those hazards, using the preferred order of control
- To develop a safe system of work through the preparation of a Job Safety Analysis, for a job task, in consultation with persons involved in the task
- Review a Job Safety Analysis for compliance with the minimum requirements of the OSH legislation
- Understand the importance to work together to secure a safe workplace

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Leadership in WHS for Supervisors and Managers

Overview

This course is applicable to the individuals who are either working as Supervisors, Managers, Project Managers and Administrators or seeking to move into these roles. This course will enhance their understanding to be able 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

Delivery Options and Duration

This course is delivered face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

" Having the large range of training components available within Master Builders WA has benefitted our company in many ways, mainly by providing our employees with a vast variety of training within industry skills, OHS or technical skills. Bookings are an easy process, with registration forms available and an extremely helpful administration team behind them. I find that I will always look to Master Builders for any type of training as they are highly reliable in following through with bookings, and we have received positive feedback from employees who have attended the available courses. "

- Courtney Urquhart | HR/HSEQ Administrator
Perkins Builders

Safety and Health Representative

Overview

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.

Learning Outcomes

- 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.

Delivery Options and Duration

This course is delivered face to face over 5 days (8 hours/ day).

Please contact training@mbawa.com for Group Bookings and training at your site.

Manual Handling

Overview

Injuries accounted due to manual tasks covers a substantial proportion of injuries that occur in Western Australian workplaces. This course is designed to make the individuals aware about the injuries while handling objects and equipment at work.

Learning Outcomes

- Understanding of the term "Manual Handling"
- Examine the risk factors associated with manual tasks
- Assess risk factors
- Identify methods to control risks associated with manual tasks
- Address correct manual handling techniques
- Discuss legal requirements and responsibilities

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.



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SAFETY SERVICES

DID YOU KNOW WE OFFER THE FOLLOWING SAFETY SERVICES?

- Safety management system health check
- In-house safety consultancy for small builders or sub-contractors
- Site supervisor mentoring
- Site inspections
- Safety management plans
- Group safety inductions
- As45001 / 4801 gap analysis and accreditation
- Asbestos management plans, analysis, surveys and advice
- Specialist services when working near overhead power lines
- Complex accident investigations
- Onsite drug and alcohol screening

CONTACT US AT [SAFETY@MBAWA.COM.AU](mailto:safety@mbawa.com.au)

Provide Basic Emergency Life Support

HLTAID002 Provide basic emergency life support



St John Ambulance (Western Australia) RTO
0392 will be issuing a Statement of Attainment.

Overview

This unit describes the skills and knowledge required to recognise and respond to life-threatening emergencies in line with the Australian Resuscitation Council (ARC) Guidelines. This unit applies to all workers who may be required to provide an emergency response in a range of situations, including community and workplace settings.

Learning Outcomes

This course will provide you with the skills and knowledge to recognise and respond to life threatening emergencies in a range of situations:

- D.R.S.A.B.C.D. action plan
- Principles of first aid and chain of survival
- Legal issues and infection control
- Basic anatomy and physiology considerations in provision of first aid
- Choking and airway obstruction
- Asthma
- Chest pain
- CPR: 4 minutes of uninterrupted
- Cardiopulmonary Resuscitation on the floor
- Use of an automated external defibrillator
- Severe allergic and anaphylactic reactions
- Severe bleeding and shock
- Stress management awareness

Delivery Options and Duration

This course is delivered and assessed face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

Provide First Aid

HLTAID003 Provide first aid



St John Ambulance (Western Australia) RTO
0392 will be issuing a Statement of Attainment.

Overview

This unit of competency describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Learning Outcomes

This course will provide you with the skills and knowledge to recognise and respond to life threatening emergencies in a range of situations:

- D.R.S.A.B.C.D. action plan
- CPR: 4 minutes of uninterrupted
- Hazard and risk assessment and strategies to minimise risks
- Basic anatomy and physiology considerations in provision of first aid
- Legal issues and infection control
- Infection control
- Effective communication in an incident
- Risk assessment and evaluation of first aid performance

Delivery Options and Duration

This course is delivered and assessed face to face over 2 days (8 hours/day).

Please contact training@mbawa.com for Group Bookings and training at your site.



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Business Management



Using Facebook – LinkedIn for Marketing

Overview

Let's learn about using Facebook's unique opportunities to market our business!

To market your business successfully on Facebook, you need to understand Facebook's unique opportunities, and how it differs from other media. Just as you wouldn't run a radio ad on television, you shouldn't market on Facebook the way you'd market in a magazine or on your website.

Learning Outcomes

- Benefits of Facebook for business
- Using Facebook as an efficient marketing tool

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Successful Selling

Overview

Selling is an art in today's time!

If you are a part of an environment where there's a complex sales environment be it as a prestart consultant, client liaison, landscape designer or fit-out consultant, this workshop will help you in gaining skills to be able to sell more successfully.

Learning Outcomes

By the end of this session, you'll be able to create your own personal, step-by-step sales system.

- 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

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Negotiating Skills

Overview

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

Learning Outcomes

You will learn about the following:

- 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

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Workplace Communications

Overview

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.

Learning Outcomes

- 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

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Time Management

Overview

We have email, instant messaging, social media, video conferencing and the smart-phone. But the price of that connectedness is overwhelm! Important tasks get interrupted and delayed because people are not managing their activity or their projects effectively.

Learning Outcomes

- 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.

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Basic Contract Administration

Overview

Is your building business suffering a breakdown in the management of the building contracts? Is it due to site information not being passed on to the right people? Lets' learn to overcome these issues to be able to manage contracts effectively.

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.

Learning Outcomes

The learners will be able to:

- Understanding the contract
- The BIG three: variations, delays and defects.
- Communication and dispute resolution

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

“EMCO Builders being members of Master Builders WA utilise the training services on an ongoing basis. The main reasons for using MBAWA for training is the relevancy of the courses to our Construction and Building industry, cost effectiveness and professional trainers. Our employees after attending Time Management course had learnt skills to be able to use their time more effectively and efficiently not only at work but in their personal life too.”

- Julie Bosnjakovic | Compliance & Administration Officer | EMCO Builders

Contract Management

Overview

The contract provides the basis for the scope of work, getting paid, managing time and quality issues, documenting project management and resolving disputes.

This course offers an overview of every area of contract management for those who need to know a little about everything.

Learning Outcomes

- Contract formation and interpretation
- The claims process
- Variations, EOT's and delay costs
- Management teams
- Dispute resolution

Delivery Options and Duration

This course is delivered face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

DIY Debt Collection

Overview

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.

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

Learning Outcomes

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

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.



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BCA Wet-Proofing of Wet Areas

Overview

This course looks at the requirements of water-proofing of wet areas in residential buildings. Common problem areas encountered by builders in the installation of water-proofing will also be discussed.

This course will provide better understanding of the minimum water-proofing requirements of the BCA and Australian Standards for residential buildings.

Learning Outcomes

- Minimum shower construction requirements
- Bath installation
- Waterproofing of domestic wet areas to AS3740 including falls and joints
- Floor wastes and other penetrations

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

BCA Brickwork Requirements

Overview

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

Participants will have a better understanding of brickwork requirements of the BCA and Australian Standard.

Learning Outcomes

- 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

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

“ Our team at TDL have engaged in this session have found the training cost effective and delivered to a high standard. The MBA has always been prompt at booking in our people. Our experience with training at the MBA has been highly positive and we will continue to train our people through the association to add value to our business. ”

- Nicole Haddrill | Human Resources Manager
Tim Davis Landscaping

Planning Approval Process

Overview

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.

Learning Outcomes

- 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?

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Planners Guide to Subdivision

Overview

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

Learning Outcomes

- 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 I looking for?
- What are some of the cost involved in subdivision?
- What issues are we can expect to face before and after?

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Plan Reading & Building Basics

Overview

This course addresses the most important and challenging aspects of the building process so that both novices and seasoned participants leave with the skills to be more effective within their team. By working through the site plan, floor plan, elevations and sections, the session is interactive and individually paced.

If you are someone working for a builder or a technical personnel; your role involves liaising with clients; you are involved with Council applications or Sales representatives or you are an owner or involved in the pre-start process, this course will provide you with the skills and knowledge you need to talk to clients, designers and contractors with confidence.

Learning Outcomes

This course will provide you with a better understanding on:

- Plan reading including symbols notations & scale
- Building terminology
- Specifications
- Council and BCA requirements

A Master Builders Certificate of Attendance will be awarded.

Delivery Options and Duration

This course is delivered and assessed face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Residential Design Codes of WA

Overview

This course will provide you with an understanding of the Residential Design Codes of Western Australia and how they are used and referenced for Planning and Building Approvals.

Learning Outcomes

Topics covered include:

- General requirements of the Residential Design Codes of Western Australia
- Detailed review of State Planning Policy
- Review of the Explanatory Guidelines
- An overview of Planning Bulletin 109
- Review of Frequently Asked Questions

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Tendering Fundamentals

Overview

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.

Learning Outcomes

This course will provide you with a better understanding on:

- The tender process
- Preparing to tender
- Bid planning
- Bid management
- Tender strategy
- Preparing your tender response
- Independent peer review

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

The Law in Construction

Overview

This course is your 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.

Learning Outcomes

This course will provide you with a better understanding on:

- The Tender Process;
- Delay and Disruption;
- Risk, Liability and Insurance;
- Personal Properties Security Act;
- Good Faith in Contracting;
- Getting Paid; and
- 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.

Delivery Options and Duration

This course is delivered face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

Common Construction Claims and Getting Paid

Overview

The common issue in our building and construction industry is - how to get paid for the work you have done? This course provides insight into the process related with the claims process whether you are a residential or commercial builder or a contractor.

Get Paid Quick App will also be introduced during this course. This app will enable you to submit your claim at anytime and from anywhere.

Learning Outcomes

- The claims process under the common construction contracts.
- Managing entitlement and presenting claims for variations, extensions of time and delay costs.
- Understand your rights and options to get paid for the work you have done
- Know your contract - common dispute resolution provisions
- Rapid adjudication under the Construction Contracts Act (WA) - Get Paid Quick
- How to recover a debt in the Magistrates Court - DIY and save
- Understanding arbitration / expert determination
- They've gone under - what now?
Understanding the process of administration and liquidation

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Essential Guide to Construction Contracts for Subcontractors / Suppliers

Overview

This course will examine the legal and commercial factors affecting the contract lifecycle, from contract negotiation and formation, through performance to completion in the building and construction industry.

Learning Outcomes

- How contracts are formed and the differences between deeds and contracts
- Tips for negotiating Purchase Orders
- Tips for negotiating subcontracts and supply agreements
- The Construction Contracts Act (WA) – what it does
- The new law prohibiting unfair terms in certain contracts
- Termination
- Breach of Contract and options for managing disputes

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.



Get Paid Quick (GPQ) – The faster way to get your construction bills paid
Jackson McDonald have developed Get Paid Quick (GPQ), an easy and cost effective online adjudication application tool to help you resolve your payment disputes by adjudication. MBA members receive a special 10% discount off any quoted price. Find out more www.getpaidquick.com.au.

Dealing with nightmare clients and problem projects - A guide to Building Complaints in WA

Overview

An introduction to the applicable laws in WA and the process and function of the Building Commission and the State Administrative Tribunal (SAT).

The course involves types of issues that can arise in construction projects, how to manage and avoid disputes escalating, role and function of the Building Commission and SAT in building disputes, ways to deal with claims for defective works and how to achieve the best outcome. The course further includes when and how a builder can use the complaint process to claim unpaid fees.

Learning Outcomes

- Understanding the relevant legislation in WA applying to building work
- Types of building complaints
- How to make or respond to a building complaint
- When and how to obtain expert evidence
- Understanding building matters in the SAT

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Business Structures in Building & Construction Industry - Managing Risk, Liability and other Disasters

Overview

This course involves discussion around the common business structures in the building and construction industry and associated risks. Given many businesses in the industry are of sole owner types, the intent is to impart knowledge about the right type of business structure.

Learning Outcomes

- Common features of common business structures
- Importance of right structure. This includes:
 - manage business risk and liability
 - ensure tax efficiency
 - preserve value
 - permit an "exit" or business succession
- Tips and traps when you are contracting with certain business structures

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.



Legal Guidance benefits for members

Master Builders members are entitled to free legal guidance, up to 30 minutes, either over the phone or face-to-face. Jackson McDonald's legal specialists can provide you with general practical guidance on a range of typical issues encountered on construction projects.

Low cost/Fixed price legal services

As part of your membership you are entitled to access special low cost and/or fixed price legal services provided by Jackson McDonald. Their lawyers have developed a range of specialised discounted services available to members in relation to a range of legal issues that affect the businesses of our members including:

- Building Commission complaints
- Employment and OHS laws
- Training and seminars
- Structuring your business
- Dispute resolution
- Contract selection and interpretation
- Settlement agreements

Employment Law – an introduction

Overview

This course aims to provide knowledge related to the employment law with the Federal Industrial Relation System to all the trading corporations.

Learning Outcomes

- Understanding the laws that apply to your organisation
- Understanding the minimum legislative obligations, standards and consequences for noncompliance
- Performance management, practical tips on how to manage underperforming and difficult employees
- Managing terminations, an overview of the issues surrounding termination of employment, including unfair dismissals; redundancy and adverse action claims.

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Drug & alcohol in the workplace: policies and testing

Overview

The course involves discussion around the policies as to the testing for drugs and alcohol in the workplace. This includes understanding as to why drug & alcohol testing is so controversial. Recent cases related to this topic will be discussed.

Learning Outcomes

- Employer obligations
- Requirements under the Building Code as to fitness for work and managing drugs and alcohol in the workplace
- Tips for preparing drug and alcohol policies

Delivery Options and Duration

This course is delivered face to face over 2 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

Independent Contractors vs Employee

Overview

This course aims to provide an understanding about the difference between independent contractors and employees for the businesses in building and construction industry.

Learning Outcomes

- Understanding the difference between independent contractors and employees
- Understanding the importance of this issue and potential liability
- Understanding to be able to determine whether someone is a genuine independent contractor or employee
- How to manage the related risks.

Delivery Options and Duration

This course is delivered face to face over 3 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.



Sustainability



Residential Star Rating

Overview

This course explores energy star ratings for houses and multiple dwelling units. It explains what the star ratings mean and what they exclude. Least cost methods of compliance are demonstrated using practical examples.

Learning Outcomes

- Investigation of factors that influence star ratings.
- Review of various software solutions.
- Understanding of building thermal performance calculations and reporting.
- Awareness of desirable elements which contribute to energy efficient design and construction solutions.

Delivery Options and Duration

This course is delivered face to face over 4 hours.

Please contact training@mbawa.com for Group Bookings and training at your site.

BCA Commercial Energy Efficiency

Overview

This course explores and provides learners an understanding of Section J of the BCA for Class 5-9 buildings (Commercial) and how to demonstrate compliance with the Deemed-to-Satisfy Provisions.

Learning Outcomes

You will learn about the following:

- Performance based solutions
- Deemed-to-satisfy solutions
- Verification methods
- Building materials
- External glazing
- Sealing,
- Different construction systems
- BCA requirements for;
 - Hot water systems
 - Air-conditioning and ventilation systems,
 - Artificial lighting and power
 - Pool and spa heaters, and
 - Water use

Delivery Options and Duration

This course is delivered face to face over 1 day (8 hours).

Please contact training@mbawa.com for Group Bookings and training at your site.

Customised & Contextualised Training

As we all know, training is a critical element in keeping your workforce informed, updated, motivated and equipped with the skills and knowledge to meet your regulatory obligations and provide professional expertise for the betterment of your clients.

Master Builders WA takes pride in offering relevant training, which is presented by industry experts and well qualified trainers. We also understand the need for customised training in this dynamic and every changing environment. If you have a specific training need or would like to attend any of our training courses, please contact our well equipped and dedicated training team on 08 9476 9800 or training@mbawa.com.

Master Builders assist Building and Construction industry in all areas including General Construction, Work Health and Safety, Business Skills, Leadership and Development, Understanding of Building Commission. We all are aware that training is a critical element in keeping your workforce informed, updated, motivated and equipped with the skills and knowledge to meet your regulatory obligations and provide professional expertise for the betterment of your clients.

Master Builders WA takes pride in offering relevant training, which is presented by industry experts and well qualified trainers. We also understand the need for customised training in this dynamic and every changing environment.

If you have a specific training need or would like to attend any of our training courses, please contact our well equipped and dedicated training team on 08 9476 9800 or training@mbawa.com.



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