

# Master Builders Association of Western Australia

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Training Prospectus 2021

# Master Builders Training Locations

## Head Office (West Perth)

Level 3  
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West Perth WA 6005  
PO Box 167  
West Perth WA 6872  
Ph: (08) 9476 9800  
E: mba@mbawa.com  
Training: training@mbawa.com

## Albany (Great Southern Region)

30 Graham Street  
Albany WA 6330  
PO Box 1518  
Albany WA 6332  
Ph: (08) 9841 6232  
E: greatsouthern@mbawa.com

## Bunbury (South West Region)

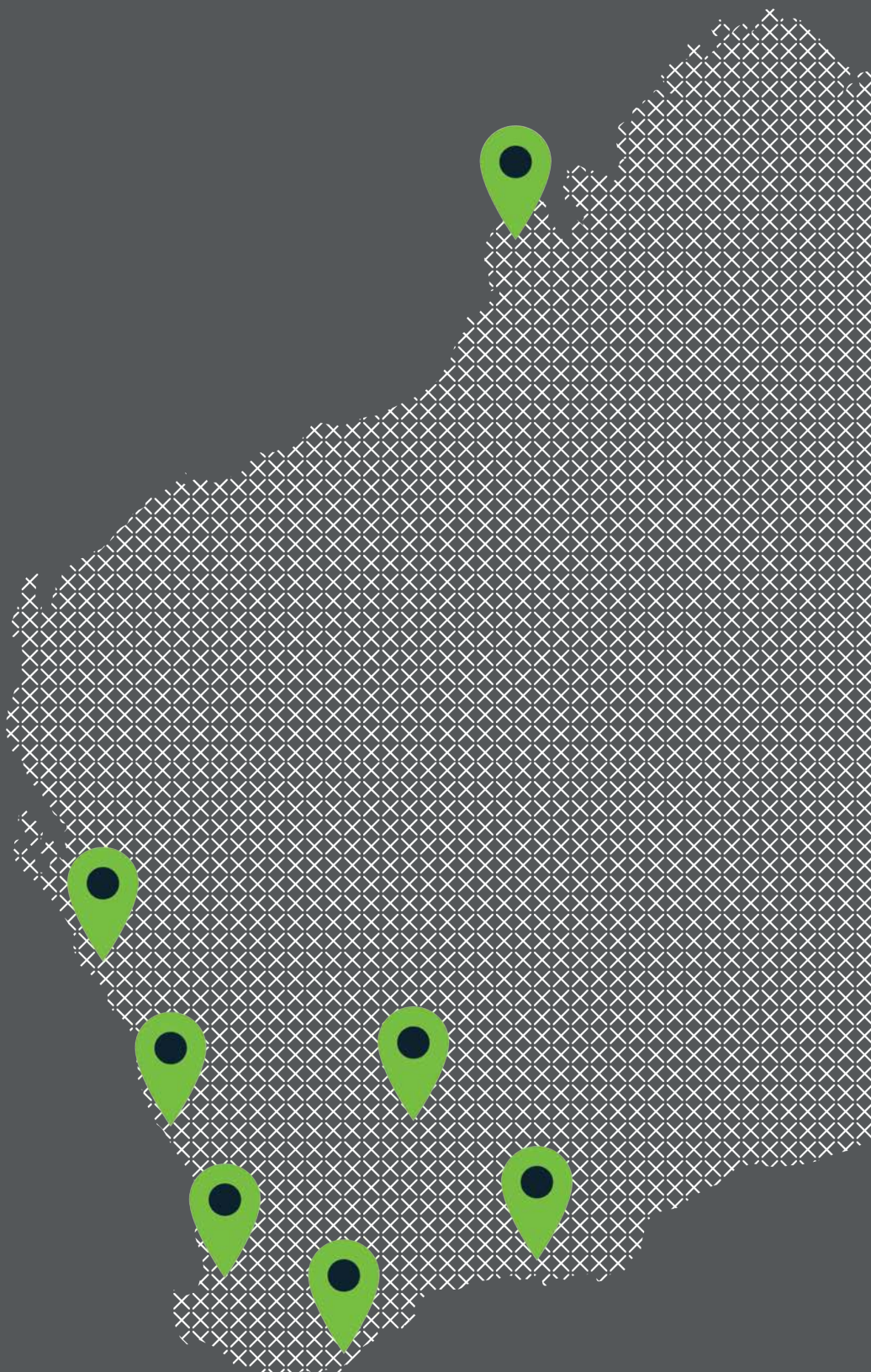
19 Clifford Street  
Halifax LIA  
Bunbury WA 6230  
PO Box 253  
Bunbury WA 6231  
Ph: (08) 9726 0939  
E: southwest@mbawa.com

## Geraldton (Mid West & North West Regions)

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PO Box 1525  
Geraldton WA 6531  
Ph: (08) 9921 5061  
E: geraldton@mbawa.com

## Esperance/Kalgoorlie (Goldfields & Esperance Region)

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West Perth 6872  
Ph: 1300 550 262  
E: esperance@mbawa.com  
E: kalgoorlie@mbawa.com



# A MESSAGE FROM THE EXECUTIVE DIRECTOR

Master Builders Association of Western Australia 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 ever 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](mailto: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 2021.



**JOHN GELAVIS**  
EXECUTIVE DIRECTOR  
MASTER BUILDERS WESTERN AUSTRALIA



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A construction worker is shown from the back, wearing a white hard hat and a safety harness. The worker is holding a rolled-up document. A large green geometric shape is overlaid on the left side of the image. The text "Builders Licence" is written in white on the green shape.

**Builders Licence**

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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 WA 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, MBAWA 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.

## Testimonial —

“ I have recently completed my Diploma in Building & Construction with Master Builders WA. I found the course lecturers to be highly informative, always willing to help, and their delivery method to be excellent. The training support team were always on hand to assist with any queries I had and were a pleasure to deal with. I would highly recommend Master Builders WA to anybody looking to complete their Diploma in Building & Construction. ”

— Darren Gogan

## 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## Overview

- Are you thinking to become a registered builder?
- Are you thinking to change your registration?
- Are you wanting guidance to understand and complete your builder's application process?

Master Builders WA will be able to provide you with the guidance regarding the process involved, documentation involved and the regulatory requirement.

## Contact

Contact Master Builders WA Training Team at [diploma@mbawa.com](mailto:diploma@mbawa.com) or 08 9476 9800





Master Builders of WA

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# General Construction

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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), or 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

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).

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## WORK SAFELY AT HEIGHTS

RIIWHS204D 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).

### Contact

Please contact [training@mbawa.com](mailto: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).

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## COMPLETE YOUR WHITE CARD WITH MASTER BUILDERS!

*Your entry requirement to work in the construction industry*

- ✓ 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



## ELEVATED WORK PLATFORM

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

- 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).

### Contact

Please contact [training@mbawa.com](mailto: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 Licencing 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).

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## TIME TO REFRESH YOUR KNOWLEDGE?

Master Builder offers a **White Card Refresher** course online! Allowing you and your staff to update their knowledge.

- ✓ Visit us on [www.trainmeonline.com.au/promo](http://www.trainmeonline.com.au/promo) to access online white card refresher.
- ✓ or contact us at [training@mbawa.com](mailto:training@mbawa.com) or on (08) 9476 9800





## 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).

### Contact

Please contact [training@mbawa.com](mailto: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 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

**ARE YOU AWARE THAT REFRESHER TRAINING FOR CPR AND FIRST AID COURSES IS TO BE UNDERTAKEN EVERY TWO YEARS?**

Does your First Aid Officer and Fire Warden hold the current and valid certificate?

**CONTACT [TRAINING@MBAWA.COM](mailto:TRAINING@MBAWA.COM) TO BOOK REFRESHER TRAINING TODAY.**



## 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.

### Contact

Please contact [training@mbawa.com](mailto: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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

# THE BROKER YOU OWN

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## ATTACH CORD 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.

### Contact

Please contact [training@mbawa.com](mailto: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).

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## ARE YOU LOOKING TO VERIFY YOUR STAFF COMPETENCY?

Master Builders WA offers **Verification of Competency** services on site! Get your staff verified and up to date.

✔ Contact the Master Builders WA Training staff at [training@mbawa.com](mailto:training@mbawa.com) or on (08) 9476 9800 for more information today!



### 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 skills at your workplace, please contact [training@mbawa.com](mailto:training@mbawa.com).

CPCCLSF2001A Licence to Erect, Alter and Dismantle Scaffolding Basic Level



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

### Overview

This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the basic level, consisting of scaffolding work connected with the operation or use of modular or pre-fabricated scaffolds, cantilevered materials hoists with a maximum working load of 500kg, ropes and gin wheels, safety nets and static lines, and bracket scaffolds (tank and formwork) for licensing purposes.

### Entry Requirement

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

### Learning Outcomes

- Ability to calculate Safe Working Load (SWL) and Working Load Limit (WLL)
- Ability to erect scaffold within the scope of the basic scaffolder
- Ability to erect, level, plumb and stabilise cantilever hoists and scaffolds
- Ability to interpret manufacturer's specifications for plant and equipment
- Ability to work safely at heights
- Ability to work safely in confined spaces
- Correct application of all scaffolding equipment
- Ability to set up fall arrest systems, including safety nets
- Accurate interpretation of basic structural charts and structural plans
- Applying methods for making temporary connection using fibre ropes
- Methods for making temporary connection of guy ropes and static lines using Flexible Steel Wire Rope (FSWR)
- Verify problems and equipment faults and demonstrate appropriate response

### Delivery Options and Duration

This course is delivered and assessed face to face over 5 days.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.



## COMBINED CONFINED SPACE AND GAS TESTING

RIIWHS202D Enter and work in confined spaces  
MSMWHS217 Gas Test Atmospheres



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 Requirement

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

### Learning Outcomes

- Testing of the working atmosphere
- Using electronic test apparatus to find out if it is safe for the proposed work
- Types and selection of gas detectors, sampling regimes and techniques
- Gas types, characteristics and toxicity, lower and upper explosive limits and permit requirements
- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## COMBINED DOGGING AND RIGGING

CPCCLDG3001A Licence to perform dogging  
CPCCLRG3001A Licence to perform rigging basic level.



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

### Overview

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

### Entry Requirement

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

### Learning Outcomes

- 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 hoists, Placement of pre-casts concrete, safety nets and static lines, perimeter safety screens/shutters, Cantilever crane loading platforms

### Delivery Options and Duration

This course is delivered and assessed face to face over 7 days.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## EXCAVATOR

AHCMOM208 Conduct Excavator Operations



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

## Overview

This course trains novice operators in the skills required to enter the industry as a certified excavator operator.

## Entry Requirement

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

## Pre-Requisite

Attendees must have completed White Card training.

## Learning Outcomes

- Plan and prepare for hydraulic excavator operations
- Operate hydraulic excavator
- Carry out operator maintenance
- Carry out housekeeping activities

## Delivery Options and Duration

This course is delivered and assessed face to face over 2 days.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## GAS TEST ATMOSPHERE

MSMWHS217 Gas Testing



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

## Overview

The gas test atmospheres course is conducted to equip the personnel with the necessary skills and knowledge to determine if the working atmosphere is safe for the proposed work especially in confined spaces.

## Entry Requirement

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

## Learning Outcomes

- Regulations and Legislations
- Australian Standards
- Hazard Identification and Risk Assessment
- Entry Permits
- Atmospheric Test Requirements
- Atmospheric Hazards and Measurement
- Explosive, Flammable and Toxic Atmospheres
- Gas detection systems
- Record Keeping

## Delivery Options and Duration

This course is delivered and assessed face to face over half day (4 hours).

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## TIME TO REFRESH YOUR KNOWLEDGE?

Master Builders WA offers a **White Card Refresher** course online! Allowing you and your staff to update their knowledge.

- ✓ Visit us on [www.trainmeonline.com.au/promo](http://www.trainmeonline.com.au/promo) to access online white card refresher.
- ✓ or contact us at [training@mbawa.com](mailto:training@mbawa.com) or on (08) 9476 9800



## SCISSOR LIFT/OR BOOM LIFT

RIIHAN301E Operate Elevating Work Platform



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

### Overview

This unit describes the skills and knowledge required to operate an elevating work platform at any height **less than 11m**. This unit applies to those working in operational roles.

### Entry Requirement

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

### Learning Outcomes

- Basic principles of health and safety in the construction industries in WA
- Preventing workplace injuries and illnesses
- Identifying workplace hazards
- Hazard control measures
- Choosing the right machine
- Pre and post operational checks
- Setting up the machine
- Operating the machine
- Shut down and secure procedures
- Relevant OH&S Requirements and Duty of Care

### Delivery Options and Duration

This course is delivered and assessed face to face over 1 day.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## SKID STEER LOADER

RIIMPO318F Conduct Civil Construction Skid Steer Loader Operations



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

### Overview

This course trains novice operators in the skills required to enter the industry as a certified skid steer loader operator.

### Entry Requirement

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

### Pre-Requisite

Attendees must have completed White Card training.

### Learning Outcomes

- Basic principles of health and safety in the construction industries in WA
- Preventing workplace injuries and illnesses
- Identifying workplace hazards
- Hazard control measures
- Choosing the right machine
- Pre and post operational checks
- Setting up the machine
- Operating the machine
- Shut down and secure procedures
- Relevant OH&S Requirements and Duty of Care

### Delivery Options and Duration

This course is delivered and assessed face to face over 2 days.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## COMPLETE YOUR WHITE CARD WITH MASTER BUILDERS!

*Your entry requirement to work in the construction industry*

- ✓ 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



RIIWH302D Implement a traffic management plan

RIIWH205D Control traffic with a stop/slow bat

RIICOM201D Communicate in the workplace / RIIWH201D Work safely and follow WHS policies and work procedures



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

### Overview

This course provides the knowledge and skills required to control traffic with a stop slow bat and implement a traffic management plan. Main Roads WA requires all persons intending to undertake an event or conduct works that may impact on traffic to hold a relevant and current traffic management certificate of accreditation.

### Entry Requirement

Minimum 18 years of age and has basic level of English proficiency in both written and communication.

### Pre-Requisite

- White Card
- Must have held a drivers licence
- Have a good understanding of written and spoken English

### Learning Outcomes

- Set out the traffic, monitor and close down guidance scheme
- Control traffic
- Operate communication devices
- Plan, Prepare and Co-ordinate Traffic
- Clean up

### Delivery Options and Duration

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

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.





# Business Skills

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## 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

# MS EXCEL 2013 BASIC / INTERMEDIATE AND ADVANCED

*Learn how to use pivot tables, analyse worksheet data with much more in our Excel courses.*

Master Builders WA offers training for **MS Excel 2013** as we understand that many organisations are still using MS Office 2013.

✓ Contact the Master Builders WA Training staff at [training@mbawa.com](mailto:training@mbawa.com) or on (08) 9476 9800 for more information today!



## 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 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).

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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

This course will provide you with a better understanding on:

- 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).

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

# MS EXCEL 2019 BASIC / INTERMEDIATE AND ADVANCED

*Learn how to use pivot tables, analyse worksheet data with much more in our Excel courses.*

Master Builders WA offers training for MS Excel 2019 to get you up to date with everything new, or if you want a refresher!

✓ Contact the Master Builders WA Training staff at [training@mbawa.com](mailto:training@mbawa.com) or on (08) 9476 9800 for more information today!







# Health & Safety

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## 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## Overview

This awareness course will give participants an understanding of the risks involved when working and dealing with Asbestos. Asbestos Awareness training educates candidates of the hazards and risks associated with asbestos fibres. Learners will learn how to identify asbestos containing material (ACM), the appropriate risk control measures including appropriate PPE types and knowledge on management and disposal of ACM.

This course is useful for the workers who enter ceiling cavities (such as insulation installers; pest spray operators; air-conditioning installers; maintenance and repair workers; solar panel providers) electricians; plumbers; carpenters and joiners; plasterers; painters and decorators; gas fitters; demolition workers; floor finishers; emergency services workers; building and construction workers; handy-persons, home renovators; councils and utilities service providers.

## Learning Outcomes

The course will cover:

- Identifying likely asbestos containing material
- Understanding what asbestos is and where it has commonly been used
- Understanding the health effects of exposure to asbestos
- Understanding of relevant OHS/WHs legislation that applies to asbestos
- Understanding license requirements for removing asbestos
- Understanding the safety requirements

## Delivery Options and Duration

This course is delivered face to face or via Skype over 3 hours.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.



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[www.mbaais.com.au](http://www.mbaais.com.au) Ph: 1800 150 888

**MBA**  
INSURANCE SERVICES  
*a Master Builders service*

### 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## Testimonial —

“*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 WA 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

## 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

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

- 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 (7 hours).

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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 use the leadership skills to improve and manage safety in their workplace.

## Learning Outcomes

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

- Understanding various leadership styles
- Using the right leadership – is there one?
- Importance of positive communication and people skills
- Leading and supporting the team in challenging times of change
- Principles of effective leadership in work health and safety
- Duty of Care
- Who has duty of care?
- Motivating and achieving safe behaviours?
- Benefits of safe behaviours

## Delivery Options and Duration

This course is delivered face to face over 7 hours.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.



## SAFETY SERVICES

Master Builders of WA

## Did you know that 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](mailto:safety@mbawa.com)

## 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

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

- Have 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).

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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

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

- 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.





Master Builders of WA

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**LAUNCH FINANCE**

*Embark on your finance journey with Master Builders WA finance partner Launch Finance and benefit from market-leading expertise and trusted advice.*

## HOW CAN LAUNCH FINANCE ASSIST YOU?

- Personalised approach
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**[INFO@LAUNCHFINANCE.COM.AU](mailto:INFO@LAUNCHFINANCE.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).

### Contact

Please contact [training@mbawa.com](mailto: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).

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## ARE YOU AWARE THAT REFRESHER TRAINING FOR CPR AND FIRST AID COURSES IS TO BE UNDERTAKEN EVERY TWO YEARS?

Does your First Aid Officer and Fire Warden hold the current and valid certificate?

**CONTACT [TRAINING@MBAWA.COM](mailto:TRAINING@MBAWA.COM) TO BOOK REFRESHER TRAINING TODAY.**





## PROVIDE FIRST AID REFRESHER COURSE

### Overview

This course is designed for those who have completed Provide First Aid Course within the last three years. This refresher course provides a revision of the appropriate first aid procedures and basic life support skills.

### Entry Requirement

Completion of online pre-learning is required prior to arrival at the face-to-face session in class.

### Learning Outcomes

- Respond to an emergency situation
- Apply appropriate first aid procedures
- Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines
- Communicate details of the incident
- Evaluate the incident and own performance

### Delivery Options and Duration

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

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## ADVOCACY

The Association has grown to become the pre-eminent industry voice, recognised for its advocacy and strong lobbying influence.

Keep yourself up-to-date with the policies that we are currently working on covering both commercial and housing sectors.

Access these details via — [www.mbawa.com/advocacy-policy](http://www.mbawa.com/advocacy-policy)

Don't forget to sign up for our weekly express to find updates on the policies.

- ✓ If you need to find out more details, get in touch with our **Head of Legal, Advocacy & Professional Services** or our **Technical Building Services Manager** via (08) 9476 9800



A photograph of two people shaking hands, with a large green diagonal overlay on the right side. The text 'Business Management' is written in white on the green area, underlined.

# Business Management

## 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.

### Contact

Please contact [training@mbawa.com](mailto: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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### Testimonial —

“  
*I attended the Successful Selling Course with my team at Master Builders WA. We as a team enjoyed the course as it answered many of our queries. The trainer was professional and knew the content well. Course delivery was excellent.*”

— **Kylie Snow | Classic Contractors**



## 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

You will learn about the following:

- 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## Overview

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

## 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.



## SAFETY SERVICES

Master Builders of WA

## Did you know that 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](mailto:safety@mbawa.com)



## 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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

You will learn about the following:

- 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).

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## Testimonial —

“EMCO Builders being members of Master Builders WA utilise the training services on an ongoing basis. The main reasons for using Master Builders WA 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

## 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

The learners will be able to:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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

You will learn about the following:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## MASTER BUILDERS OF WA CONTRACTS

Master Builders WA offers a variety of contracts both hard copy and online for all your business needs!

*We have over 60 contracts on offer to assist you with your business.*

- ✓ For the most up-to date contracts (accessible in hard copy or online) please go to — **[mbawa/products/contracts](https://mbawa.com.au/products/contracts)**

### Members Only Offer

If you have never used our online contracts, please contact our Membership Manager on **(08) 9476 9800** for a 2 months free trial.



### 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

You will learn about the following:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### Overview

This course will provide you with the skills and knowledge required to submit building applications, permits and approvals successfully within Western Australia.

### Entry Requirement

Basic level of English proficiency (written and communication).

### Learning Outcomes

- The building approval process in WA
- Permits required for a building project – building permits, demolition permits, occupancy permits
- Relevant documentation to be used / required
- Compiling the application for submission
- Pitfalls to avoid

### Delivery Options and Duration

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

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### Testimonial —

“ Our team at TDL have engaged in this session have found the training cost effective and delivered to a high standard. Master Builders WA has always been prompt at booking in our people. Our experience with training at Master Builders WA 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

## 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

You will learn about the following:

- 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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

You will learn about the following:

- 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?

## Delivery Options and Duration

This course is delivered face to face over 4 hours.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

# MASTER BUILDERS MEMBER BENEFITS

Master Builders WA Members can save through our growing Master Builders Member Benefits Scheme.

If you are one of our valuable members, you can enjoy the following benefits plus many more:



For more information please visit —  
[www.mbawa.com/become-a-member/memberbenefits](http://www.mbawa.com/become-a-member/memberbenefits)



## 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 face to face over 3 hours.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

# TECHNICAL ADVICE AVAILABLE AT MASTER BUILDERS

- Industry Information
- Technical Assistance
- Planning Information
- Private Certification Approvals

Master Builders WA members have access to qualified, and licenced building surveyors, for all their needs.

✓ Contact our **Technical Building Services Manager** on [technical@mbawa.com](mailto:technical@mbawa.com) or on **(08) 9476 9800** for more information today!



### 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### 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
- Building Services Legislation
- Dispute Resolution through the Building Commission and State Admin Tribunal
- The new builder's registration system
- New procedures for building permits and certifications

### Delivery Options and Duration

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

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.



## Legal Advice Benefits for members

[www.jacmac.com.au](http://www.jacmac.com.au)

08 9426 6611

*Master Builders WA members are entitled to free legal advice, up to 30 minutes, either over the phone or face-to-face. Jackson McDonald's legal specialists can provide you with general practical advice 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 | • Dispute resolution                    |
| • Employment and OHS laws        | • Contract selection and interpretation |
| • Training and seminars          | • Settlement agreements                 |
| • Structuring your business      |   |

### 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

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### 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 any time and from anywhere.

### Learning Outcomes

This course will provide you with a better understanding on:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.



[www.getpaidquick.com.au](http://www.getpaidquick.com.au)

08 9426 6611

*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.  
Master Builders WA members receive a special 10% discount off any quoted price.  
**Find out more [www.getpaidquick.com.au](http://www.getpaidquick.com.au)***

### 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

This course will provide you with a better understanding on:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### 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

This course will provide you with a better understanding on:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## MASTER BUILDERS OF WA CONTRACTS

Master Builders WA offers a variety of contracts both hard copy and online for all your business needs!

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### Members Only Offer

If you have never used our online contracts, please contact our **Contracts Officer** on **[contracts@mbawa.com](mailto:contracts@mbawa.com)** or on **(08) 9476 9800** for a 2 months free trial.





## 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

This course will provide you with a better understanding on:

- 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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

This course will provide you with a better understanding on:

- 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## ACCESS TECHNICAL ADVICE

Our members have access to technical advice and preliminary support provided by our **Technical Adviser** via email or through our technical hotline.

We can assist members with technical aspects of housing and commercial building ranging from the application of the Building Code of Australia and referenced Australian Standards to issues of local authority interpretation.

For more details — [www.mbawa.com/service-and-advice/technical-building-advice](http://www.mbawa.com/service-and-advice/technical-building-advice)

✓ For more details — [www.mbawa.com/service-and-advice/technical-building-advice](http://www.mbawa.com/service-and-advice/technical-building-advice)



### 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

This course will provide you with a better understanding on:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

### 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

This course will provide you with a better understanding on:

- 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.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## ADVOCACY

The Association has grown to become the pre-eminent industry voice, recognised for its advocacy and strong lobbying influence.

Keep yourself up-to-date with the policies that we are currently working on covering both commercial and housing sectors.

Access these details via — [www.mbawa.com/advocacy-policy](http://www.mbawa.com/advocacy-policy)

Don't forget to sign up for our weekly express to find updates on the policies.

- ✓ If you need to find out more details, get in touch with our **Head of Legal, Advocacy & Professional Services** or our **Technical Building Services Manager** via (08) 9476 9800



### Overview

This course will utilize concepts and practical assessment to assist the learners in ensuring the compliance with the roof tie downs.

The course includes practical demonstration related to the concepts above as well as assessment to ensure that the learners understand, practice and demonstrates the required components of the learning such as suitable form of lateral restraints, allowable angles for struts, requirements for tiled and sheet roofs.

This course is delivered in partnership with Structerre Consulting.

### Learning Outcomes

This course covers the following concepts and skills related to the roof framing:

- Roof Connections
- Tie Downs – Perimeter Walls Tie Down; Internal Walls Tie Down; Roof Fixing Tie Downs

A Certificate of Attendance will be awarded.

### Delivery Options and Duration

This course is delivered face to face over 4 hours.

### Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.



**Sustainability**

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## 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

This course will provide you with a better understanding on:

- 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.

## Contact

Please contact [training@mbawa.com](mailto:training@mbawa.com) for Group Bookings and training at your site.

## 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).

## Contact

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

*Master Builders WA 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](mailto:training@mbawa.com).*

# Venue Hire

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or visit [www.mbawa.com](http://www.mbawa.com) to enquire



#### HEAD OFFICE

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PO Box 167, West Perth 6872  
Tel 08 9476 9800  
Email [mba@mbawa.com](mailto:mba@mbawa.com)  
Web [www.mbawa.com](http://www.mbawa.com)

#### MASTER BUILDERS INSURANCE BROKERS

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PO Box 167, West Perth 6872  
Tel 08 9476 9890  
Email [wa.insurance@mbib.com.au](mailto:wa.insurance@mbib.com.au)  
Web [www.mbib.com.au](http://www.mbib.com.au)

#### MID WEST - NORTH WEST

4 Walton Close, Geraldton  
PO Box 1525, Geraldton 6531  
Tel 08 9921 5061  
Email [geraldton@mbawa.com](mailto:geraldton@mbawa.com)

#### SOUTH WEST

19 Clifford Street, Halifax LIA, Bunbury  
PO Box 253, Bunbury WA 6231  
Tel 08 9726 0939  
Email [southwest@mbawa.com](mailto:southwest@mbawa.com)

#### GREAT SOUTHERN

30 Graham Street, Albany  
PO Box 1518, Albany WA 6332  
Tel 08 9841 6232  
Email [linda@mbawa.com](mailto:linda@mbawa.com)

#### GOLDFIELDS - ESPERANCE

PO Box 167, West Perth 6872  
Tel 1300 550 262  
Email [esperance@mbawa.com](mailto:esperance@mbawa.com)  
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