

# Master Builders Training Calendar 2010



## NEWCASTLE TRAINING CALENDAR

### Newcastle Office

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# Structured MBA Training for Professional Development

The Master Builders Association of NSW (Hunter Region) Training Department provides training and education for the 'continuing' professional development of its Members and the building and construction industry in general. The Training Calendar 2010 describes the structured training programs we have put in place for the coming year.

There are also information sheets and flyers available on each course.

## **MBA Training is structured to help you**

- Run a building / construction business more efficiently
- Develop cost-effective business management practices
- Extend industry skills and build a career path
- Keep informed on changes that affect you and your business
- Understand legislative and other regulatory changes
- Apply theoretical knowledge to real life situations
- Maintain and update skills to ensure 'continuing' professional development (CPD)
- Show competence as an industry professional

## **In-House Training Solutions**

The MBA Training Department can also deliver tailored programs to suit your business. We can help identify particular training needs and organise the training using your staff, external trainers and MBA trainers, as appropriate. In-house training is more affordable than you might think and is a good option if you have more than ten participants for the training, and if you would like to tailor the training by incorporating your own company policies and information into the package. For further information, contact the Training Department on 02 4953 9400 or email [ashleeb@mbansw.asn.au](mailto:ashleeb@mbansw.asn.au)

We have delivered very successful tailored training to our members in the following areas:

- Waterproofing Seminars
- Building Code of Australia (emphasis on Vol 1 or 2 depending on needs)
- Team building, leadership and communications
- Security of Payment and other legal issues
- Site supervision

There are solutions to all your industry training needs either through our trainers, staff or by making use of our unparalleled access to the best building and construction professionals in the business.

Dates and venues are often updated, so please do not hesitate to contact us by logging onto our website: [www.newcastle-mba.com.au](http://www.newcastle-mba.com.au) or by calling the MBA Newcastle office on 02 4953 9400.



### Introduction to Property Development

This popular seminar will help you plan to maximise the returns from development projects. Learn how to select, plan and price developments as leading figures from industry pass on their experience and understanding of the potential pitfalls and opportunities in developing property.

<b>Introduction to Property Development</b>				1 day	Price: Members: \$220	Non Members: \$275	CPD Points: 4.5
<b>Date</b>		<b>Time</b>		<b>Venue</b>			
4 May 2010		8.00 am – 1.00 pm		Wests Mayfield, Phoenix Showroom			

### Pay Administration Course

This course aims to help Builders, Contractors & Sub Contractors adjust their Pay Administration practices to reflect the changes due to new legislation. Attendees will also be updated on taxation, workers compensation, superannuation and rehabilitation.

<b>Pay Administration Course</b>				2 days	Price: Members: \$440	Non Members: \$550	CPD Points: 12
<b>Date</b>		<b>Time</b>		<b>Venue</b>			
TBA		9.30 am – 4.30 pm		MBA Newcastle Office			

### Microsoft Project (Introduction & Intermediate)

This one day course offers hands-on computer based training in the practical application of MS Project. The course is scenario-based with a small group of participants working in the live environment to develop the skills and expertise to effectively schedule and monitor a project.

<b>Microsoft Project (Intro &amp; Intermediate)</b>				1 day	Price: Members: \$270	Non Members: \$330	CPD Points: 7
<b>Date</b>		<b>Time</b>		<b>Venue</b>			
4 Feb, 6 May, 15 Jul 23 Sep, 25 Nov 2010		9.00 am – 4.30 pm		Computer Training, Newcastle West			

### Estimating (QuoteFast Software)

This one day course by QuoteFast Software International will provide members with a comprehensive Computer Estimating Workshop using the QuoteFast Program. In this course, you will learn how to download local supplier prices, calculate labour rates, make composite rates, produce a quote, produce purchase orders, produce subbies scopes of work, produce client's quote book, calculate progress payments and more.

<b>Estimating</b>				1 day	Price: Members: \$440	Non Members: \$440	CPD Points: 6
<b>Date</b>		<b>Time</b>		<b>Venue</b>			
8 Apr, 9 Sept 2010		10.00 am – 4.00 pm		MBA Newcastle Office			



## Occupational Health and Safety

### **National OHS Induction for Construction**

Often referred to within the industry as the 'White Card' course, this WorkCover accredited course is compulsory for all people wishing to work within the NSW Building and Construction industry. Topics include: OHS Legislation, Consultation, Risk Management, Workplace Emergencies and Workers Compensation. Please Note: Photo identification is required on the day of course.

<b>OHS Induction</b>			1 day Price: Members: \$120 Non Members: \$140 CPD Points: 6
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
Every Monday & Friday 2010	8.15 am – 4.00 pm	MBA Newcastle Office	

### **Site Safety Management Plans**

This course aims to help Principal Contractors (Builders) develop Site Safety Plans, which are required in NSW for all construction work greater than \$250,000. All course participants will receive a Site Safety Template on disk and an indexed A4 Binder to hold their Site Safety Plan. Course Topics include: OHS Legislation, Safety Management Systems comparisons, Risk Management, Safe Work Method Statements and an overview of the MBA Site Safety Plan Template.

<b>Site Safety Management Plans</b>			1 day Price: Members: \$330 Non Members: \$440 CPD Points: 6
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
2 Mar, 4 May 2010	9.00 am – 3.30 pm	MBA Newcastle Office	

### **How to Write Safe Work Method Statements**

This updated half day course is aimed at assisting subcontractors and builders to write Safe Work Method Statements (SWMS). All course participants will be provided with an A3 size guide to writing SWMS, along with a blank SWMS proforma (that complies with clause 224 of the NSW OHS Regulation 2001). The SWMS course adopts a workshop approach undertaking a number of exercises working in groups.

<b>How to Write SWMS</b>			½ day Price: Members: \$165 Non Members: \$275 CPD Points: 4
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
3 Mar, 5 May 2010	8.30 am – 12.30 pm	MBA Newcastle Office	

### **Manual Handling**

This course is designed to specifically train business and employees in: the causes of manual handling injuries, manual handling aids, safe lifting techniques, PPE, as well as exercises and back strengthening techniques. The course also provides information regarding workplace safety training and assists in identifying employer obligations under the NSW Occupational Health & Safety Act 2000 and Regulations 2001.

<b>Manual Handling</b>			½ day Price: Members: \$130 Non Members: \$150 CPD Points: 3
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
TBA	9.00 am – 12.00 pm	MBA Newcastle Office	

## OHS Risk Management 1 day course

A one day construction specific OHS Supervisor's course, for site foreman project managers and builders. This short but practical and interactive course consists of four modules; OHS Legislation, Risk Assessments, Safe Work Method Statements and OHS Consultation. Recent construction specific examples and case studies will be referred to throughout the course.

<b>OHS Risk Management 1 day course</b>			1day Price: Members: \$302.50 Non Members: \$363.00 CPD Points: 6
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
17 Feb, 28 Apr, 30 Jun 2010	8.30 am – 4.30 pm	MBA Newcastle Office	

## OHS Consultation

Commonly known as the Safety Committee course, this is a WorkCover accredited course designed for Workplace Safety Committee Members, OHS Representatives and others undertaking OHS Consultative roles. Topics include: OHS Law, Consultation Mechanisms, Site Safety Inspections, Risk Management, Accident Investigation, Workers Compensation and Rehabilitation.

<b>OHS Consultation</b>			4 days Price: Members: \$TBA Non Members: \$TBACPD Points: 28
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
14, 22, 29 Apr & 7 May 2010	8.30 am – 4.30 pm	MBA Newcastle Office	

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## Bonded Asbestos Removal

The past use of Asbestos in the construction of homes and commercial buildings has now proven to be a potential health hazard. Under current NSW legislation, specialist training is required for those who wish to remove Bonded Asbestos materials. It is the employer's duty of care to ensure that all employees undertake specialist training before any removal work is conducted. The course is broken into 2 parts, with the second part being the nominated supervisor section and has been specifically designed to provide instruction in the safe removal of Bonded Asbestos products. At the conclusion of the course, participants will comply with WorkCover and Local Government best practices for bonded Asbestos removal, as well as legislative requirements.

<b>Bonded Asbestos Removal</b>			½ day	Price: Members: \$250	Non Members: \$280	CPD Points: 3.5
<b>Date</b>	<b>Time</b>	<b>Venue</b>				
23 Feb, 23 Mar, 20 Apr, 25 May	8.30 am – 1.00 pm	MBA Newcastle Office				
22 Jun, 21 Jul, 25 Aug, 22 Sept						
27 Oct, 24 Nov, 8 Dec 2010						

<b>Bonded Asbestos Removal and Bonded Asbestos – Nominated Supervisor (combo course)</b>			1 day	Price: Members: \$450	Non Members: \$510	CPD Points: 7.5
<b>Date</b>	<b>Time</b>	<b>Venue</b>				
23 Feb, 23 Mar, 20 Apr, 25 May	1.30 pm – 5.30 pm	MBA Newcastle Office				
22 Jun, 21 Jul, 25 Aug, 22 Sept						
27 Oct, 24 Nov, 8 Dec 2010						

## Asbestos Awareness

Knowledge and planning is required to avoid asbestos exposure and contamination. The aim of this course is to assist in the identification and risk management of asbestos containing materials in the workplace.

<b>Asbestos Awareness</b>			½ day	Price: Members: \$150	Non Members: \$150	CPD Points: 3
<b>Date</b>	<b>Time</b>	<b>Venue</b>				
24 Feb, 25 Mar, 21 Apr, 26 May	8.30 am – 1.00 pm	MBA Newcastle Office				
23 Jun, 22 Jul, 26 Aug, 23 Sept						
28 Oct, 25 Nov, 9 Dec 2010						



### Scaffolding

This course covers basic scaffolding techniques and upon completion allows the participant to erect basic scaffold up to a 4 metre platform height. Students are required to bring photo ID, enclosed footwear, long sleeve shirt, hard hat and eye protection.

<b>Scaffolding</b>			3 days Price: Members: \$630 Non Members: \$750 CPD Points: 40
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
TBA	8.00 am – 4.00 pm	TBA	

### Explosive Power Tools

This course prepares participants for the safe use and maintenance of Powder Actuated Tools used in the construction Industry. Students are required to bring photo ID, enclosed footwear, long sleeve shirt, hard hat and eye protection.

<b>Explosive Power Tools</b>			1 day Price: Members: \$60 Non Members: \$80 CPD Points: 2
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
TBA	8.00 am – 10.00 am	TBA	

### Confined Space Training

This course provides basic skills and knowledge for working within confined spaces and includes the required documentation and notification procedures. Students are required to bring photo ID, enclosed footwear, long sleeve shirt, hard hat and eye protection.

<b>Confined Space Training</b>			1 day Price: Members: \$450 Non Members: \$560 CPD Points: 28
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
TBA	8.00 am – 4.00 pm	TBA	

### Fire Training

This course trains participants to recognise, report and take appropriate action in case of fire emergency.

<b>Fire Training</b>			1 day Price: Members: \$150 Non Members: \$200 CPD Points: 8
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
TBA	8.00 am – 12.00 pm	TBA	

## Combo Course –

### Safety Belt & Harness Course / Portable Ladders Course / Hard Hats

This course has been designed to provide training for those responsible for Maintenance and Safety. The course will achieve the specific skills, knowledge and recommended practices to meet the requirements and standards of the AS/NZS 1891.4:2000, AS/NZS 1800 & AS/NZS 1892:5:2000. Course Objectives are to recognize and determine when inspections are required, conduct inspections and determine the maintenance for safety belts and harnesses. Also covered within this course is the Protective Helmets (Hard Hats) Course and the Portable Ladders Course which will provide the participants with training for utilizing practices and competencies which are required for protection in building and construction work.

**Safety Belts/Hard Hats/Portable Ladders** 1 day Price: Members: TBA Non Members: TBA CPD Points: 7

Date	Time	Venue
TBA	8.30 am – 4.00 pm	TBA

### Test and Tag of Electrical Equipment

Free up your sparkie – do your own testing and tagging. This course has been designed to provide participants with the skills and knowledge to perform inspections and tests using 'Portable Appliance Testing Equipment' in accordance with the requirements and standards as specified in the 'Code of Practice' (NSW Construction and Civil Engineering) and 'AS3760' and NSW 2001 OHS regulations.

**Test & Tag of Electrical Equipment** 1 day Price: Members: \$320 Non Members: \$410 CPD Points: 7

Date	Time	Venue
11 Feb, 25 Mar, 22 Apr, 27 May, 24 Jun, 30 Jul, 26 Aug 23 Sep, 21 Oct, 18 Nov, 16 Dec 2010	9.30 am – 4.30 pm	Tag Time, New Lambton (Newcastle)



## Certificate IV in Building – Newcastle

This course is designed to enable potential builders and others in the industry to improve their business skills and technical knowledge so that they can successfully manage their business. The course covers the areas required for both national accreditation of the qualification, and the licensing requirements of the Office of Fair Trading\*. Participants may complete the whole course in order to qualify for the Certificate IV, or can choose units that are critical skills gaps for themselves or their company to concentrate on.

<b>Residential Site Safety Management</b>	2 days	Price: Members: \$550	Non Members: \$660
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
27, 28 February 2010	8.30 am – 4.30 pm	MBA Newcastle office	
<b>Plans, specifications, codes &amp; standards</b>	1 day	Price: Members: \$300	Non Members: \$360
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
6 March 2010	8.30 am – 4.30 pm	MBA Newcastle office	
<b>Site surveying and setting out</b>	1 day	Price: Members: \$400	Non Members: \$480
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
7 March 2010	8.30 am – 4.30 pm	MBA Newcastle office	
<b>Managing Finances</b>	4 days	Price: Members: \$900	Non Members: \$1080
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
27, 28 March and 10, 11 April 2010	8.30 am – 4.30 pm	MBA Newcastle office	
<b>Contracts Administration &amp; Management</b>	2 days	Price: Members: \$550	Non Members: \$660
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
17, 18 April 2010	8.30 am – 4.30 pm	MBA Newcastle office	
<b>HR, Site &amp; Project Management</b>	2 days	Price: Members: \$600	Non Members: \$720
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
15, 16 May 2010	8.30 am – 4.30 pm	MBA Newcastle office	
<b>Materials, Structures and Timber Framing (*)</b>	8 days	Price: Members: \$1400	Non Members: \$1600
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
22, 23, 29, 30 May and 5, 6, 19, 20 June 2010	8.30 am – 4.30 pm	MBA Newcastle office	
<b>Builders Quantities &amp; Estimating (*)</b>	4 days	Price: Members: \$900	Non Members: \$1080
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
3, 4, 10 11 July 2010	8.30 am – 4.30 pm	MBA Newcastle office	

(\* Must have completed Contracts Administration and Management, HR, Site and Project Management units as a pre requisite for Structures and Builders Quantities and Estimating units) Dates and costs are current at 11 May 2009 and subject to change.

### Assessment Process (Recognition of Prior Learning and Current Competencies)

For those with significant trade and industry experience, you can be assessed against the criteria for this course. Assessment is conducted by the MBA Assessment Cell and involves submission of some or all of the following: previous qualifications, work based evidence, site visits, written assignments, verbal questioning and tests. If you have a carpentry, bricklaying or civil engineering background and over 6 years industry experience, contact the MBA Office on 4953 9400.

\*All licensing candidates should contact the Office of Fair Trading on 13 3220 to establish their eligibility for licensing.



## Training Partnerships



### First Aid Training

The MBA has formed a close relationship with Surf Life Saving NSW to provide discount rates on First Aid Courses and First Aid supplies. MBA Members may now book in to First Aid Courses run by Surf Life Saving NSW at a convenient time and venue and at a great discounted rate.

### Senior First Aid (Flexible Delivery)

1 day (8 hour) classroom practical component and individual study using your choice of on-line or hard copy workbook.

**Senior First Aid** 1 day Price: Members: \$99 Non Members: N/A CPD Points: N/A

### Senior First Aid Refresher

1 day (8 hour) classroom practical component for those wanting to renew their Senior First Aid Certificate.

**Senior First Aid Refresher** 1 day Price: Members: \$68 Non Members: N/A CPD Points: N/A

Date	Time	Venue
10 February 2010	9.00 am – 5.00 pm	MBA Newcastle Office
14 April 2010	9.00 am – 5.00 pm	MBA Newcastle Office
16 June 2010	9.00 am – 5.00 pm	MBA Newcastle Office
18 August 2010	9.00 am – 5.00 pm	MBA Newcastle Office
20 October 2010	9.00 am – 5.00 pm	MBA Newcastle Office

**(Both Senior First Aid Courses are run in conjunction with each other on the same day)**

For further information or for other regional areas please contact – Surf Life Saving NSW on 1300 766 257 or visit their website at [www.surflifesaving.com.au](http://www.surflifesaving.com.au)



## Seminars, Meetings & Trade Shows

### Division Meetings/Seminars

These meetings provide a vital role in servicing the needs of regional builders and sub-contractors and ensuring that they receive the very latest news concerning government legislation, occupational health and safety requirements, legal and insurance issues, as well as interesting guest speakers.

<b>Hunter Division Meetings</b>			2 hrs	Price: Members: Nil Non Members: TBA	CPD Points: 2
<b>Date</b>	<b>Time</b>	<b>Venue</b>			
31 March 2010	6.00 pm – 8.00 pm	MBA Newcastle Office			
2 June 2010 – Economic Breakfast	7.30 am – 9.30 am	MBA Newcastle Office			
25 August 2010	6.00 pm – 8.00 pm	East's Leisure & Golf Club			
24 November 2010	6.00 pm – 8.00 pm	MBA Newcastle Office			

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### Women in Building & Associated Services Forums

The purpose of WIBAS is to provide an environment where women can network with their colleagues, exchange ideas and experiences that will support and mentor the other women, whilst obtaining relevant, specialist industry specific information.

<b>WIBAS Forums</b>			Price: Members: TBA Non Members: TBA	CPD Points: N/A
<b>Date</b>	<b>Time</b>	<b>Venue</b>		
TBA	TBA	TBA		

### Security of Payments Seminar

This Seminar will provide information on the operation of the Security of Payments Act, as well as show you how to make a valid payment claim, responding by way of a Payment Schedule, plus give you some information on the benefits and downfalls of adjudication or litigation

<b>Security of Payment Seminar</b>			2 hrs	Price: Members: Nil Non Members: TBA	CPD Points: 2
<b>Date</b>	<b>Time</b>	<b>Venue</b>			
14 Apr, 29 Sept 2010	5.30 pm – 7.30 pm	MBA Newcastle Office			

### Contracts Workshop

This workshop may save you from losing everything you have worked for by not completing or administering the contract correctly. Covering topics such as; What to look for in Residential Building Contracts, The home building Act, Home Warranty Insurance, MBA Contracts and how to fill them out and variations to contracts. BC4 & Cost Plus Residential contracts will be provided.

<b>Contracts Workshop</b>			3 hrs	Price: Members: \$110 Non Members: \$180	CPD Points: 3
<b>Date</b>	<b>Time</b>	<b>Venue</b>			
27 May 2010	9.30 am – 12.30 pm	MBA Newcastle Office			

## Industrial Relations Breakfast Seminars

The Master Builders Association will present a program that will outline the practical application of the Federal Governments changes to the Industrial Relations System. The Master Builders Association can not only assist you in resolving current Industrial Relations problems but also navigate the new changes brought about by the legislative changes.

<b>Industrial Relations Seminar</b>		2 hrs	Price: Members: Nil Non Members: TBA	CPD Points: 2
<b>Date</b>	<b>Time</b>		<b>Venue</b>	
TBA	7.30 am – 9.00 am		TBA	



## Course Booking Conditions

- Full cost of course is allocated as directed on registration from to membership account / credit card / cheque supplied at time of Booking.
- If participant fails to show at course – full cost of course is charged to membership account / credit card / cheque supplied, as directed on initial course registration.
- If participant arrives at the course 15 minutes after the commencement time of course, the MBA has the right to refuse entry and the full cost of the course will be charged to membership account / credit card / cheque supplied, as directed on initial course registration.
- Any bookings cancelled within 5 working days prior to the course being held – 50% of course cost will be charged as the cancellation fee to the membership account / credit card / invoiced.
- Booking transferred to another date – the MBA has the right to charge a 10% fee of course cost to the membership account / credit card / invoiced.
- Occupational Health & Safety Induction Course (Whitecard) participants must bring with them 100 points of identification. One needs to be a photo identification source.
- If participants cannot produce the correct identification on the day – they will not be permitted to complete the training (Whitecard Induction Only).
- Occupation Health & Safety Induction Course (Whitecard) is limited to 20 persons per course.

# COURSE REGISTRATION FORM



**Master Builders Association**  
New South Wales

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Course Details:**

Name of Course: \_\_\_\_\_

Date of Course: \_\_\_\_\_

	Participant Name	Private Address	Telephone Number
1			
2			
3			

**Total Cost of course booking: \$\_\_\_\_\_**

**Please tick the method of payment below.**

Please charge my account, MBA Membership Number: \_\_\_\_\_

Please find enclosed a cheque for \$\_\_\_\_\_ (payable to Master Builders Association of NSW)

Please Debit my credit card for \$\_\_\_\_\_  Visa  MasterCard  Bankcard

Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Card Name: \_\_\_\_\_

Signature : \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**  
 Master Builders Association of New South Wales  
 165 Lambton Road, Broadmeadow NSW 2292  
 Box 266, Hunter Region Mail Centre NSW 2310  
 Telephone: 1300 780 095 Facsimile: (02) 4953 9433