



# **Master Builders Association Training Calendar 2012**

## **Newcastle Office**

**Level 1, 165 Lambton Road  
Broadmeadow NSW 2292  
Ph: 02 4953 9400 Fax: 02 4953 9433  
Website: [www.newcastle-mba.com.au](http://www.newcastle-mba.com.au)**

# 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 2011 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.



## Small Business Training

### 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: \$480 Non Members: \$500 CPD Points: 7		
<b>Date</b>	<b>Time</b>	<b>Venue</b>
31 May 2012 Contact MBA for other dates	8.30 am – 4.30 pm	Computer Training, Newcastle West

### Estimating (QuoteFast Software)

This one day course by QuoteFast Software Australia Pty Ltd 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>
3 Apr, 4 Sept 2012	10.00 am – 4.00 pm	MBA Newcastle Office

### Become a Building Consultant

This 2 day course is for Builders who wish to produce pre-purchase, defect reports and building inspection reports and also builders currently carrying out pre-purchase and defect reports inspections who wish to better protect their business.

<b>Become a Building Consultant</b> Price: Members: \$750 Non Members: \$850 CPD Points: 24		
<b>Date</b>	<b>Time</b>	<b>Venue</b>
6 & 7 June, 29 & 30 Oct 2012	8.30 pm – 4.00pm	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: \$100 Non Members: \$120	CPD Points: 12
<b>Date</b>	<b>Time</b>	<b>Venue</b>			
Every Friday 2012	8.30 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: \$440 Non Members: \$550	CPD Points: 6
<b>Date</b>	<b>Time</b>	<b>Venue</b>			
1 Mar, 6 Sept, 5 Dec 2012	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>			
29 Feb, 3 May, 5 Jul, 5 Sept 1 Nov 2012	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>			
On demand, please contact the Newcastle Office	9.00 am – 12.00 pm	MBA Newcastle Office			

## OHS Risk Management 2 day course

The aim of this 2 day course is to provide you with an intensive theoretical and practical application of OHS risk Management in building and construction environments. Topics include: OHS Legislation, demonstrating due diligence, implementing risk management, using Site Safety Plans and SWMS to demonstrate risk management.

<b>OHS Risk Management 2 day course</b>			1day Price: Members: \$495 Non Members: \$550.00 CPD Points: 13
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
15 & 16 Feb, 9 & 10 May, 10 & 11 Oct 2012	9.00 am – 4.00 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>			4daysPrice: Members: \$748.00 Non Members: \$907.50CPD Points:31
<b>Date</b>	<b>Time</b>	<b>Venue</b>	
TBA	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.

### **Bonded Asbestos Removal** ½ day Price: Members: \$250 Non Members: \$280 CPD Points: 4

<b>Date</b>	<b>Time</b>	<b>Venue</b>
23 Feb, 22 Mar, 19 Apr, 24 May 21 Jun, 19 Jul, 23 Aug, 20 Sept 25 Oct, 22 Nov, 6 Dec 2012	8.30 am – 12.30 pm	MBA Newcastle Office

### **Bonded Asbestos Removal and Bonded Asbestos – Nominated Supervisor (combo course)** 1 day Price: Members: \$450 Non Members: \$510 CPD Points: 8

<b>Date</b>	<b>Time</b>	<b>Venue</b>
23 Feb, 22 Mar, 19 Apr, 24 May 21 Jun, 19 Jul, 23 Aug, 20 Sept 25 Oct, 22 Nov, 6 Dec 2012	1.00 pm – 5.00 pm	MBA Newcastle Office



## Technical and Trade

### 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.

Also available is a 1 hour short course on **replacing plugs and sockets**. The purpose of this course is to learn how to identify conductor colour codes and how to replace plug sockets.

<b>Test &amp; Tag of Electrical Equipment</b>			1 day	Price: Members: \$355	Non Members: \$445	CPD Points: 7
Date	Time	Venue				
16 Feb, 29 Mar, 26 Apr, 24 May, 21 Jun, 19 Jul, 30 Aug, 27 Sep, 25 Oct, 22 Nov, 2012	9.00 am – 3.30 pm	Axiom Compliance, Lambton				

<b>Replace Plugs &amp; Sockets (includes an extension cord)</b>			1 hour	Price: Members: \$88	Non Members: \$100	
Date	Time	Venue				
16 Feb, 29 Mar, 26 Apr, 24 May, 21 Jun, 19 Jul, 30 Aug, 27 Sep, 25 Oct, 22 Nov, 2012	3.30 pm – 4.30pm	Axiom Compliance, Lambton				

### Green Living

This training will provide competencies in designing, building, installing and maintaining environmental innovations and will be linked to branding the service provided by accredited builders under the banner of Master Builders Green Living.

<b>Green Living</b>			2 day	Price: Members: \$675	Non Members: \$875	CPD Points: 26
Date	Time	Venue				
7 & 8 May 2012	9.00am – 4.30 pm	MBA Newcastle Office				



## **Building & Trade Qualifications**

### **Certificate IV in Building & Construction – 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>	
3 & 4 March 2012	8.30 am – 4.30 pm		MBA Newcastle office	
<b>Managing Finances</b>		4 day	Price: Members: \$550	Non Members: \$660
<b>Date</b>	<b>Time</b>		<b>Venue</b>	
17, 18, 24 & 25 March 2012	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>	
14 April 2012	8.30 am – 4.30 pm		MBA Newcastle office	
<b>Site Surveying &amp; setting out</b>		1 day	Price: Members: \$900	Non Members: \$1080
<b>Date</b>	<b>Time</b>		<b>Venue</b>	
15 April 2012	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>	
21 & 22 April 2012	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>	
12 & 13 May 2012	8.30 am – 4.30 pm		MBA Newcastle office	
<b>Structures and Material Handling (*)</b>		4 days	Price: Members: \$1650	Non Members: \$1980
<b>Date</b>	<b>Time</b>		<b>Venue</b>	
26 & 27 May, 2, 3, 16 & 17 June 2012	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>	
14, 15, 21 & 22 July 2012	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 02 4925 7000 to establish their eligibility for licensing.

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# Diploma of Building & Construction

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## **Face-to-Face**

The new face-to-face Diploma of Building and Construction (Building) program is designed for those individuals, currently operating within the building and construction industry, whose skills and knowledge can be recorded and assessed against the required units in the Diploma. The prequalification for this program is the Certificate IV in Building & Construction (building) or BCG40106 which entitles you to 7 units in credit for the Diploma of Building and Construction (Building) CPC50210.

## **Course Aim**

To prepare individuals for the management of medium rise and commercial projects.

## **What you will learn**

- Management of a building project for medium rise and commercial projects.
- Estimating projects to ensure business success.
- Risk reduction and safe business practices.
- The underpinning knowledge of building practices.

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## Recognition of Prior Learning

Experienced people without formal qualifications can be assessed through the recognition process from Certificate III to Diploma level building qualifications.

The Master Builders Training department can offer differing pathways to participants wishing to complete any of the following qualifications –

- Certificate I In General Construction**
- Certificate II In General Construction**
- Certificate III in Carpentry**
- Certificate III in Brick & Blocklaying**
- Certificate III in Concreting**
- Certificate III in Solid Plastering**
- Certificate III in Roof Plumbing**
- Certificate III in Construction Waterproofing**
- Certificate III in Wall & Ceiling Lining**
- Certificate III in Wall & Floor Tiling**
- Certificate III in Roof Tiling**
- Certificate III Flooring Technology**
- Certificate III in Shopfitting**
- Certificate III in Painting and Decorating**
- Certificate III in Furniture Making (Cabinet Making)**
- Certificate III in Engineering**

For all enquiries please call the MBA Training Department on 02 8586 3555.



## 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: \$120 Non Members: CPD Points: 5

### 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: \$100 Non Members: CPD Points: 5

Date	Time	Venue
8 February 2012	9.00 am – 5.00 pm	MBA Newcastle Office
18 April 2012	9.00 am – 5.00 pm	MBA Newcastle Office
20 June 2012	9.00 am – 5.00 pm	MBA Newcastle Office
22 August 2012	9.00 am – 5.00 pm	MBA Newcastle Office
17 October 2012	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 – Kevin Rhodes from Surf Life Saving NSW on - (02) 9471 8081 or email [krhodes@surflifesaving.com.au](mailto:krhodes@surflifesaving.com.au) 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>			
14 March 2012	6.00 pm – 8.00 pm	East' Leisure & Golf Club			
13 June 2012	6.00 pm – 8.00 pm	MBA Members Room, Newcastle Office			
22 August 2012	6.00 pm – 8.00 pm	East's Leisure & Golf Club			
28 November 2012	6.00 pm – 8.00 pm	East's Leisure & Golf Club			

### 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>		
15 Mar, 6 June, 11 Sept	Breakfast	The Junction Tavern		
6 Dec 2012	Cocktail Party	The Junction Tavern		

### 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>			
26 Apr, 27 Sept 2012	5.30 pm – 6.30 pm	MBA Newcastle Office			

### Contracts Workshop

This workshop may save you from losing everything you have worked for by not completing or administrating 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: \$55 Non Members: \$110	CPD Points: 3
<b>Date</b>	<b>Time</b>	<b>Venue</b>			
13 June, 17 Oct 2012	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 form 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

## Company Details

Company Name: \_\_\_\_\_ Membership No.: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Builders Licence No.: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Name of Company Contact for Course: \_\_\_\_\_ Tel: (    ) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Participant Details (Please note: one registration form per participant)

Last Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Position \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ DOB: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Training Course Details

Course Name	Training Date(s)	Training Location	Price (GST inc)

*Please tick method of payment*

Direct Deposit \$  
(Account Name: Master Builders Association of NSW - BSB: 032249 - Account No: 179399 - Bank: Westpac)

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

Please Debit my credit card for \$  Visa  Mastercard

\_\_\_\_\_ Expiry Date \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

*Please return this form with your payment details to:*

**Master Builders Association of NSW - Newcastle Office**  
**Box 266, HRMC, NSW, 2310**

**or by fax: (02) 4953 9433**

### Terms & Conditions

- Payment is required with registration prior to the commencement date of the course/seminar/workshop/assessment
- A full refund will be made for cancellations advised in writing and received ten (10) working days (Monday to Friday) prior to course/seminar/workshop /assessment commencement
- Course dates published are subject to change
- Cancellations advised five (5) working days (Monday to Friday) prior to course/seminar/workshop/assessment date will receive a 50% refund
- No refund can be made for cancellations received less than five (5) working days (Monday to Friday) before the scheduled commencement of the course/seminar/workshop/assessment