

The Master Builders' Association of Tasmania Inc.



MASTER BUILDERS
T A S M A N I A

TRAINING PLAN 2011-2012



BECOME A MASTER OF YOUR PROFESSION

Since 1891, Masters Builders Tasmania (MBT) has been protecting the professionalism and prosperity of the Building and Construction Industry. Become a valued member of MBT and you will receive unprecedented access to a variety of services and benefits.

Member Services include

- Work referrals service
- Dispute resolution services
- Contract services
- Industrial relations advice
- Technical services advice
- Access to the MBT education and training services for Continuous
- Professional Development (CPD)
- OH&S advice
- Board room hire
- Political representation and lobbying for the industry

Member Benefits include:

- Access to MBA Insurance Services
- Access to a variety of building publications
- Access to exclusive financial services
- Access to the annual Excellence Awards
- Invitations to all meetings and events (including the Annual State Conference)
- Access to professional staff in all three regional Tasmanian locations
- Easy access to critical information via the organisation's website
- Exclusive savings on many services including petrol, accommodation, fleet purchasing, communications, car hire, roadside assistance and tyres, etc.
- Ability to network with leading industry suppliers and building professionals

Master Builders Tasmania members operate in all sectors of the building and construction industry. Each of them has demonstrated their competence against strict membership criteria in the areas of business management, technical knowledge practical ability, financial viability, good character

Customers recognise that these areas of competence are important to them. They seek out Master Builders Tasmania Members when they are building, extending, renovating, purchasing products or seeking professional advice.

So when your next customer asks ***“Are you a member of Master Builders Tasmania?”***, what are you going to say?

Membership is open to all operators in the Building & Construction Industry.

Categories include:

- General contractors (commercial)
- Housing contractors
- Trade contractors
- Service providers
- Trade suppliers
- Affiliate members
- Associate members

For information on membership contact our regional offices

TABLE OF CONTENTS

TRAINING at a glance	4
Mission Statement	6
CPD records	6
CPD in remote areas	6
Training Courses 2011/2012	7
Training Subsidies	7
Course Costs & Refund Policy	8
BPA Advice on CPD points	8

Builder Accreditation Course (low rise)	10
Supervision and Site Administration	10
Contracts and Legal Obligations	10
Estimating and Stock Control	11
Business and Financial Management	11
Occupational Health and Safety	12
Building Technology	12
Structural Principles	13

Builder Accreditation Course (medium rise)	14
Contracts & Disputes Management	14
Building & Construction Management	14
Structural Application	15
Project Cost Control	15
OHS Risk Management	16
Apply Building Codes & Standards	16

Technical Requirements	17
Scaffolding	17
Height Safety Training	17
Tie Downs and Bracing (Part of AS1684)	18
Residential Footings and Slabs (AS2870)	18
Conduct a basic site survey	19
Wet Area Waterproofing	19
Elevated Work Platforms	20
Master Builder Green Living Training™	21
Sustainable Construction - Commercial	21

Business Management	22
Time Management	22
Small Business Management	22
Project Management for Building and Construction	23
Construction Supervisors Course	23
Contract Management and Obligations	24
Using Microsoft Project *	24

OH&S and Statutory Requirements	25
Certificate IV in OH&S	25
Responsible Officer	25
Accountable Person	26
Fair Work Act & Modern Awards	26
Introduction to Risk Management	27
Introduction to Safe Work Method Statements	27
Asbestos Awareness	28
Building & Construction Safety Induction	28
Confined Space Entry	29
Control Traffic with Stop/Slow Bat	29
Manual Handling	30
Drug and Alcohol Awareness	30
Registration / Expression of interest form	31



MASTER BUILDERS
T A S M A N I A

July 2011	Course commencement for:
Estimating & Stock Control	Hobart, Launceston
Business & Financial Management	Devonport
Contracts & Disputes Management (Dip.)	Launceston
Small Business Management	Devonport, Launceston

August 2011	Course commencement for:
Estimating & Stock Control	Devonport
Business & Financial Management	Launceston
Contracts & Disputes Management (Dip.)	Launceston

September 2011	Course commencement for:
Business & Financial Management	Hobart
Height Safety Management	Hobart, Devonport, Launceston
Occupational Health & Safety	Devonport
Small Business Management	Hobart
Master Builder Green Living™	Hobart
Building & Construction Management (Dip.)	Launceston

October 2011	Course commencement for:
Scaffolding	Hobart, Devonport, Launceston
Master Builder Green Living™	Devonport
Certificate IV in OH&S	Hobart or Launceston
Building & Construction Management (Dip.)	Hobart
Fair Work Act & Modern Awards	Hobart, Devonport, Launceston

November 2011	Course commencement for:
Master Builder Green Living™	Launceston
Occupational Health & Safety	Hobart, Launceston

PLEASE NOTE

Courses not listed in this quick reference chart are delivered on an expression of interest basis and Advertised in the MBT newsletter and website.

January/February 2012	Course commencement for:
Supervision and Site Administration	Hobart, Devonport, Launceston
March 2012	Course commencement for:
Height Safety Management	Hobart, Devonport, Launceston
Conduct basic Site Survey	Hobart, Devonport, Launceston
Contract Management & Obligations	Hobart, Devonport, Launceston
Structural Applications (Dip.)	Launceston
April 2012	Course commencement for:
Contracts & Legal Obligations	Devonport, Launceston
Time Management	Hobart, Devonport, Launceston
Responsible officer	Hobart, Devonport, Launceston
Structural Applications (Dip.)	Hobart
Scaffolding	Hobart, Devonport, Launceston
Asbestos Awareness	Hobart, Devonport, Launceston
May 2012	Course commencement for:
Contracts & Legal Obligations	Hobart
Accountable Person	Hobart, Devonport, Launceston
Introduction to risk management	Hobart, Devonport, Launceston
June 2012	Course commencement for:
Intro to Safe Work Method Statements	Hobart, Devonport, Launceston
Confined Space entry	Hobart, Devonport, Launceston
August 2012	Course commencement for:
Building Technology	Hobart, Devonport, Launceston
September 2012	Course commencement for:
Construction Supervisor	Hobart, Devonport
Project Cost Control (Dip.)	Launceston
October 2012	Course commencement for:
Project Cost Control (Dip.)	Hobart

MISSION STATEMENT

The Master Builders' Association of Tasmania Inc (MBT) Training Services aims to deliver and facilitate training to support the maintenance of skills and knowledge and give opportunity for further professional development. This service is available to all members of the Association as well as non-members.

MBT Training Services offers a comprehensive range of courses in response to our members' requests and requirements.

We promote communication among members by conducting the courses at our regional offices in small groups. It is our goal to maintain a leading role in professional development for our industry sector, offering our services to all members of and suppliers to the Building & Construction Industry in Tasmania.

CPD records

All training advertised in this Training Plan attracts CPD points at a rate of one point per hour. MBT members will have their points entered automatically, provided they have completed and signed the attendance record at the training session(s). Non-members and members' employees need to keep their own record of CPD, but can have it validated on request.

CPD in remote areas

As part of our commitment to industry members in remote areas, we have planned to deliver a minimum of two days of CPD training. Course content, details, locations and dates will be arranged in consultation with members

PLEASE NOTE

The Master Builders' Association of Tasmania Inc (MBT) is not a Registered Training Organisation. "Nationally recognised training" is either delivered by Australian Employment Services, a Registered Training Organisation (RTO), Provider No. 2543, or other RTOs.

The Master Builder's Association Tasmania Inc (MBT) offers a range of training courses every year. The selection of the course topics is based on feedback received from members via a questionnaire. If you have any training needs outside the courses we offer, please contact us. We will make every effort to accommodate your needs. Additional courses will be advertised every month in our member mail-out and can be emailed to everyone on request.



Many of the courses are subsidised through the **Tasmanian Building and Construction Industry Training Board (TBCITB)**, the

State Government, Federal Government and other funding sources. To qualify for the subsidies, participants have to meet certain criteria, which are explained in detail on Page 11. However, each course enrolment form and confirmation notice will outline the details of the course you registered for, course fees, conditions for subsidies, locations and duration of the course.

An increasing number of our courses are nationally recognised. The main reason for conducting recognised courses is to offer members the option to attain a Certificate IV in Building and Construction Building which is now the minimum requirement for a builder's accreditation. Nationally recognised courses require a formal assessment process, which will be conducted and recorded appropriately by the facilitator of the course.

Those who want to take part in nationally recognised courses or parts thereof for their professional development without completing the assessments can do so. However, TBCITB will not contribute to the course costs, so full fees will apply.

Training Subsidies

The Tasmanian Building and Construction Industry Training Board (TBCITB) may assist in funding the majority of the courses offered in this Training Plan. Organisations and individuals deemed to be in the Building and Construction Industry and complying with the requirements of Schedule 2 of the TBCITB Act can access the Master Builders' Association of Tasmania Inc. Training Courses at the reduced fee.

Some course costs may vary from those printed in the Training Plan due to events beyond our control. Course costs will be confirmed at the time of enrolment. Persons and organisations not covered by Schedule 2 will be required to pay the full cost of the course. We advise you to check to determine if you and/or your company qualify. Participants who are not MBT members or employed by a member will be required to pay full course fees. The training subsidy amount will be reimbursed on successful completion.

TRAINING COURSES 2011/2012

Course Costs & Refund Policy

Most courses offered are subsidised and consequently are available to all builders at a reduced cost. If a course is not subsidised or persons attend who are not eligible for a subsidy, they must make payment in full prior to commencement of the course.

- The cost of each course is stated in the course description.
- **The amount due for course attendance must be paid in full at the time of registration.**
- All registrations will be acknowledged and a receipt for monies paid will be issued.
- Confirmation will be sent to the nominated contact person within seven (7) days of receipt of registration and at least seven (7) days prior to the commencement of the training.
- **Full course costs** apply for non-MBT members. The applicable subsidy amount will be reimbursed on successful completion of the course.
- **Full course costs** apply if registration is cancelled less than seven (7) days prior to course commencement.
- **Full course costs** apply in case of non-attendance of an enrolled participant.
- Should any nominated person be unable to attend, another participant may be substituted prior to course commencement.

The Master Builders' Association of Tasmania Inc. reserves the right to cancel any training or to postpone such training to an alternative date.

All registered participants affected by any such cancellation or postponement will receive either a full refund (in the event of cancellation) or the opportunity to transfer to the next available course (in the event of postponement).

BPA Advice on CPD points

Building Practitioner Accreditation will accept any hour of training in this Training Plan to be equivalent to one point of Group 1 – Industry based education, provided the person who undertook the training considers it to be relevant to their professional development as an Accredited Building Practitioner. This covers domestic, commercial and building design categories.

BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND ACT 1990

- Schedule 2 - Building Or Construction Work To Which This Act Applies

Section 30 - Amendment (November 2004)

1. In this schedule –

'Building' includes –

- (a) part of a building; and
- (b) a temporary building; and
- (c) a moveable building;

'Structure' includes –

- (a) a tank or other structure associated with the catchment, collection, storage or supply of water; and
- (b) a plant, drain, facility, system, equipment or structure associated with the drainage or treatment of sewage, effluence or stormwater; and
- (c) a bridge, viaduct, aqueduct or tunnel; and
- (d) a chimney stack or cooling tower; and
- (e) an aerial or mast associated with the transmission or reception of radio, television or communications; and
- (f) an aerial or mast associated with the absorption or reflection of lightening; and
- (g) a mast or tower associated with the transmission of electricity; and
- (h) a silo; and
- (i) a dock, jetty, pier, terminal, wharf, boat ramp or mooring; and
- (j) a pipeline including a pipeline placed in the ground; and
- (k) a structure, plant or facility associated with the production, storage, conveyance or distribution of oil, gas, coal or other minerals; and
- (l) a fence.

2. Building or construction work on a site includes the following work for that site:

- (a) the construction, erection, alteration, repair, renovation, demolition or removal of a building or structure;
- (b) the construction, alteration or repair of a road, street, parking area, footpath, thoroughfare for pedestrians or vehicles, kerbing, guttering, roundabout, median strip, road barrier or other similar road works;
- (c) the construction, alteration, repair, demolition or removal of –
 - (i) a railway, bus area or tramway, or a structure, signal or platform that is connected with a railway, bus area or tramway; or
 - (ii) a harbour, breakwater, retaining wall or marina; or
 - (iii) a dam, weir, reservoir or other embankment or structure for the catchment, collection, storage, diversion or control of water;
- (d) the construction, alteration, repair or removal of an aircraft runway or a landing pad;
- (e) the performance of excavation work;
- (f) the laying of pipes and other prefabricated materials in the ground;
- (g) the construction, erection, installation, alteration, repair, demolition or removal of any system, or plan, associated with the conveyance, collection, storage, treatment or distribution of water or gas;
- (h) the electrical or mechanical service work including work that is related to the construction, erection, installation, alteration, repair, servicing or dismantling of a plant, plant facility or equipment;
- (i) the construction, erection, installation, alteration, repair, renovation, demolition or removal of –
 - (i) a lift or escalator; or
 - (ii) an air conditioning, ventilation or refrigeration system or equipment;
- (j) the construction, repair, alteration or removal of a playing field, golf course, racecourse, stadium, swimming pool or other sporting or recreational facility;
- (k) landscaping or the construction, alteration, or removal of a park or garden
- (l) the removal of asbestos from a building or from any machinery, plant or equipment located in or on a building;
- (m) the alteration of the surface or works referred to in paragraph (a), (b), (c) or (d) by painting, rendering, tarring, marking or other form or resurfacing;
- (n) site preparation work, including pile driving, that is preliminary work to the performance of any work in the above paragraphs;
- (o) other work prescribed as being building or construction work for the purpose of this Act

3. Building or construction work does not include any of the following work:

- (a) if the principal business activity of a person or employee is not building or construction work, maintenance or repair work carried out –
 - (i) by that person for his or her own benefit; or
 - (ii) by that employee for the benefit of his or her employer;
- (b) the construction, alteration, repair, demolition or removal of a fence that is on, or forms part of the boundary of agricultural land;
- (c) work directly associated with the care, conservation or rehabilitation of agricultural land or of land that has been agricultural land;
- (d) work that involves the planting, removal or maintenance of any plant or other living thing;
- (e) other work prescribed as not being building or construction work for the purpose of this Act.

BUILDER ACCREDITATION COURSE (LOW RISE)

These courses are delivered through a Registered Training Organisation and satisfy the academic requirements to register as an Accredited Building Practitioner - Low Rise.

Supervision and Site Administration

Course Overview

This course covers:

- planning building or construction work
- conducting onsite supervision of the building and construction project
- minimising waste on the building and construction site

Participants will gain an understanding of:

- roles of site managers and supervisors
- site responsibilities of various personnel on a worksite
- local council requirements
- scheduling
- establishing building sites
- purchasing and record flow
- quality concepts
- quality assurance systems
- organisational skills
- Human Resource Management

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for nationally recognised Units of Competency. These units can be used towards attaining the Certificate IV in Building and Construction (Building).

DURATION: 24 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 200 eligible Master Builder Members
\$ 300 eligible Non Members
\$ 700 full course fee

DATES & TIMES:

Hobart: Feb. 2, 9, 16, 23,
Mar. 1, 8, 15, 2012
4.30 pm to 8 pm

Devonport: Feb. 2, 9, 16, 23,
Mar. 1, 8, 15, 2012
4.30 pm to 8 pm

Launceston: Feb. 1, 8, 15, 22, 28,
Mar. 7, 14, 2012
4.30 pm to 8 pm

Contracts and Legal Obligations

Course Overview

This course covers:

- applying legal requirements to building and construction projects
- selecting and preparing a construction contract

Participants will gain an understanding of:

- the Building Act
- building regulations
- principles and law of contract
- building contracts and contract documents
- contractors law
- contract administration
- conflict/dispute resolution
- insurances (domestic building contracts)
- quality assurance systems

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for the nationally recognised units of competency. These units can be used towards attaining the Certificate IV in Building and Construction (Building).

DURATION: 15 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 150 eligible Master Builder Members
\$ 250 eligible Non Members
\$ 580 full course fee

DATES & TIMES:

Hobart: May 7 & 21, 2012
from 8:30 am to 4 pm

Devonport: Apr. 17 & 24, 2012
from 8:30am to 4 pm

Launceston: Apr. 16 & 23, 2012
from 8:30 to 4 pm

BUILDER ACCREDITATION COURSE (LOW RISE)

These courses are delivered through a Registered Training Organisation and satisfy the academic requirements to register as an Accredited Building Practitioner - Low Rise.

Estimating and Stock Control

Course Overview

This Course covers:

- identifying and producing estimated costs for building and construction projects
- producing labour and material schedules for ordering
- selecting, procuring and storing construction materials for low rise projects

Participants will gain an understanding of:

- general construction technology terms and methods
- estimating
- purchasing and record flow
- applying stock control principles
- quality concepts
- organisational skills
- quality assurance systems

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for the nationally recognised units of competency. These units can be used towards attaining the Certificate IV in Building and Construction (Building).

DURATION: 24 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 200 eligible Master Builder Members
\$ 300 eligible Non Members
\$ 700 full course fee

DATES & TIMES:

Hobart: Jul. 14, 21, 28, Aug. 4, 11, 18, 25, 2011
4.30 pm to 8 pm

Mar. 22, 29, Apr. 5, 12, 19, 26, May 3, 2012,
4.30 pm to 8 pm

Devonport: Aug. 11, 18, 25, Sep. 1, 8, 15, 22, 2011
4.30 pm to 8 pm

Mar. 22, 29, Apr. 5, 12, 19, 26, May 3, 2012
4.30 pm to 8 pm

Launceston: Jul. 13, 20, 27, Aug. 3, 10, 17, 24, 2011
4.30 pm to 8 pm

Mar. 21, 28, Apr. 4, 11, 18, 24, May 2, 2012
4.30 pm to 8 pm

Business and Financial Management

Course Overview

This Course covers:

- undertaking business and financial planning
- monitoring and managing business operations
- managing finances

Participants will gain an understanding of:

- business planning
- employment law
- human resource management
- conflict resolution
- basic accounting principles
- business taxes
- business insurances
- cash flow budgets
- purchasing and record flow
- monitoring financial performance
- communication practice
- problem solving
- organisational skills

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for the nationally recognised units of competency. These units can be used towards attaining the Certificate IV in Building and Construction (Building).

DURATION: 32 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 270 eligible Master Builder Members
\$ 440 eligible Non Members
\$ 1100 full course fee

DATES & TIMES:

Hobart Sep. 1, 8, 15, 22, 29, Oct. 6, 13, 19, 27, 2011
4: 30 to 8 pm

May 10, 17, 24, 31, Jun. 14, 21, 28,
Jul. 5, 12, 2012 4: 30 to 8 pm

Devonport: Jul. 14, 21, 28, Aug. 4, 2011 3 to 9 pm
and Aug. 5, from 8:30 am to 4 pm

May 10, 17, 24, 31, Jun. 14, 21, 28,
Jul. 5, 12, 2012 4: 30 to 8 pm

Launceston Aug. 31, Sep. 7, 14, 21, 28,

Oct 5, 12, 19, 26, 2011 4: 30 to 8 pm
May 9, 16, 23, 30, Jun. 13, 20, 27,
Jul. 4, 11, 2012 4: 30 to 8 pm

BUILDER ACCREDITATION COURSE (LOW RISE)

These courses are delivered through a Registered Training Organisation and satisfy the academic requirements to register as an Accredited Building Practitioner - Low Rise.

Occupational Health and Safety

Course Overview

This Course covers

Managing Occupational Health and Safety in the Building and Construction Workplace.

Participants will gain an understanding of:

- Workplace Health and Safety Act 1995
- OH&S principles and practices
- OH&S issues at the worksite
- hazard assessment and control
- site induction programs
- problem solving
- organisational skills

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for the nationally recognised units of competency. These units can be used towards attaining the Certificate IV in Building and Construction (Building).

Building Technology

Course Overview

This Course covers

This course covers applying Building Codes and Standards to the Construction Process for Low Rise Building Projects.

Participants will gain an understanding of:

- general construction technology terms and methods
- Building Code of Australia (BCA)
- Australian Standards
- local council requirements
- standards and tolerances
- quality concepts
- quality assurance systems
- organisational skills

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for the nationally recognised units of competency. These units can be used towards attaining the Certificate IV in Building and Construction (Building).

Participants need to bring a copy of the BCA to the sessions

DURATION: 15 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 150 eligible Master Builder Members
\$ 250 eligible Non Members
\$ 580 full course fee

DATES & TIMES:

Hobart: Nov. 3, 10, 17, 24, 2011
4.30 pm to 8 pm
Jul. 19, 26 Aug.2, 9 2012,
4.30 pm to 8 pm

Devonport: Sep. 29, Oct. 5, 20, 27, 2011
4.30 pm to 8 pm
Jul. 19, 26 Aug.2, 9 2012,
4.30 pm to 8 pm

Launceston: Nov. 2, 9, 16, 23, 2011
4.30 pm to 8 pm
Jul. 18, 25 Aug. 1, 8, 2012,
4.30 pm to 8 pm

DURATION: 24 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 200 eligible Master Builder Members
\$ 300 eligible Non Members
\$ 700 full course fee

DATES & TIMES:

Hobart: Aug. 16, 23, 30,
Sep. 6, 13, 20, 27, 2012,
4.30 pm to 8 pm

Devonport: Aug. 16, 23, 30,
Sep. 6, 13, 20, 27, 2012,
4.30 pm to 8 pm

Launceston: Aug. 15, 22, 29,
Sep. 5, 12, 19, 26, 2012,
4.30 pm to 8 pm

BUILDER ACCREDITATION COURSE (LOW RISE)

These courses are delivered through a Registered Training Organisation and satisfy the academic requirements to register as an Accredited Building Practitioner - Low Rise.

Structural Principles

Course Overview

This Course covers

This Course covers applying structural principles to residential and commercial low rise constructions.

Participants will gain an understanding of:

- structural principles
- footing systems
- floor systems
- structural wall systems and wall cladding systems
- structural roof system and roof cladding system
- quality concepts
- quality assurance systems
- organisational skills

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for the nationally recognised units of competency. These units can be used towards attaining the Certificate IV in Building and Construction (Building).

Participants need to bring a copy of the BCA to the sessions

DURATION: 32 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 270 eligible Master Builder Members
\$ 440 eligible Non Members
\$ 1100 full course fee

DATES & TIMES:

Hobart: Oct 4, 11, 18, 25,
Nov. 7, 14, 21, 28, 2012
4.30 pm to 8 pm

Devonport: Oct 4, 11, 18, 25,
Nov. 7, 14, 21, 28, 2012
4.30 pm to 8 pm

Launceston: Oct. 4, 11, 18, 25,
Nov. 1, 8, 15, 22, 29, 2012
4.30 pm to 8 pm

BUILDER ACCREDITATION COURSE (MEDIUM RISE)

These courses are delivered through a Registered Training Organisation and satisfy the academic requirements to register as an Accredited Building Practitioner - Medium Rise.

Contracts & Disputes Management

Course Overview

This course covers:

- Preparation and evaluation of tender documentation
- Selection and preparation of a contract
- Administration of a commercial building contract
- Resolving business disputes

Participants will gain an understanding of:

- Various contracts and their applications
- Evaluation of contract risks
- Licensing regulations, awards, employment related laws
- Dispute resolution procedures

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for nationally recognised Units of Competency. These units can be used towards attaining the Diploma of Building and Construction (Building)

Building & Construction Management

Course Overview

This course covers:

- planning of onsite medium rise construction work
- selection and management of contractors
- quality and risk management for medium rise construction

Participants will gain an understanding of:

- Contract documentation and planning requirements
- Selection, management and performance reviews of contractors
- Compliance with contract arrangements
- OHS, welfare and risk management procedures
- Project quality management

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for nationally recognised Units of Competency. These units can be used towards attaining the Diploma of Building and Construction (Building).

DURATION: 36 hours (6 sessions)

VENUE: MBT Offices, Launceston, Hobart

COST: \$ 350 eligible Master Builder Members
\$ 550 eligible Non Members
\$ 1,100 full course fee

DATES & TIMES:

Hobart: Aug. 1, 15, 29, Sep. 12, 26,
Oct. 10, 2011
10:30 am to 4:30 pm

Launceston: Jul. 11, 25, Aug. 8, 22,
Sep. 5, 19, 2011,
10:30 am to 4:30 pm

DURATION: 54 hours (9 sessions)

VENUE: MBT Offices, Launceston, Hobart

COST: \$ 500 eligible Master Builder Members
\$ 770 eligible Non Members
\$ 1,625 full course fee

DATES & TIMES:

Hobart: Oct. 24, Nov. 7, 21, 2011,
Feb. 6, 20, Mar. 5, 19
Apr. 2, 16, 2012
from 10:30 am to 4:30 pm

Launceston: Sep. 31, Oct. 10, 24,
Nov. 14, 28, 2011, Jan. 30,
Feb. 13, 27, Mar. 13, 2012
from 10:30 am to 4:30 pm

BUILDER ACCREDITATION COURSE (MEDIUM RISE)

These courses are delivered through a Registered Training Organisation and satisfy the academic requirements to register as an Accredited Building Practitioner - Medium Rise.

Structural Application

Course Overview

This course covers:

- Structural principles of low rise and medium rise constructions
- Supervise and apply quality standards to the selection of materials

Participants will gain an understanding of:

- Planning erection and demolition of structures
- Analysing documentation and classifications according to BCA
- Performance characteristics of various materials
- Requirements for temporary structural elements
- Suitability and non-compatibility of materials
- Testing methods for various materials

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for nationally recognised Units of Competency. These units can be used towards attaining the Diploma of Building and Construction (Building).

Project Cost Control

Course Overview

This course covers:

- Identifying & estimating project costs
- Monitoring costs throughout the project cycle

Participants will gain an understanding of:

- Interpreting plans
- Calculating labour & material costs
- Managing expenditure schedules
- Preparing cash flow curves & final cost reports

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for nationally recognised Units of Competency. These units can be used towards attaining the Diploma of Building and Construction (Building).

DURATION: 72 hours (12 sessions)

VENUE: MBT Offices, Launceston, Hobart

COST: \$ 650 eligible Master Builder Members
\$ 1,020 eligible Non Members
\$ 2,150 full course fee

DATES & TIMES:

Hobart: Apr. 30, May 14, 28,
Jun. 12, 25, Jul. 9, 23,
Aug. 6, 20,
Sep. 3, 17, Oct. 1, 2012
from 10:30 am to 4:30 pm

Launceston: Mar. 26, Apr. 10, 23,
May 7, 21, Jun. 4, 18,
Jul. 2, 16, 30, Aug. 13, 27, 2012
from 10:30 am to 4:30 pm

DURATION: 24 hours (4 sessions)

VENUE: MBT Offices, Launceston, Hobart

COST: \$ 250 eligible Master Builder Members
\$ 380 eligible Non Members
\$ 750 full course fee

DATES & TIMES:

Hobart: Oct. 15, 29,
Nov. 12, 26, 2012,
from 10:30 am to 4:30 pm

Launceston: Sept. 10, 24,
Oct. 8, 22, 2012,
10:30 am to 4:30 pm

BUILDER ACCREDITATION COURSE (MEDIUM RISE)

These courses are delivered through a Registered Training Organisation and satisfy the academic requirements to register as an Accredited Building Practitioner - Medium Rise.

OHS Risk Management

Course Overview

This course covers:

- Applying principles of OHS risk management to a wide range of applications

Participants will gain an understanding of:

- External information required for risk management
- Analysing the work environment
- Maintaining effective hazard management processes
- Responsibilities under the WHS Act 1995

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for nationally recognised Units of Competency. These units can be used towards attaining the Diploma of Building and Construction (Building).

Apply Building Codes & Standards

Course Overview

This course covers:

- Applying codes & standards to low & medium rise construction
- Read & interpret plans & specifications
- Identifying services layout & connection methods

Participants will gain an understanding of:

- Building classifications as per BCA
- Symbols & abbreviations used in plans
- Deemed to satisfy provisions
- Alternative solutions
- Services layouts and requirements

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Statement of Attainment for nationally recognised Units of Competency. These units can be used towards attaining the Diploma of Building and Construction (Building).

DURATION: 18 hours (3 sessions)

VENUE: Hobart

COST: \$ 180 eligible Master Builder Members
\$ 270 eligible Non Members
\$ 560 full course fee

DATES & TIMES:

Hobart: Jan. 28, Feb. 11, 25, 2013
10:30 am to 4:30 pm

DURATION: 36 hours (6 sessions)

VENUE: Hobart

COST: \$ 350 eligible Master Builder Members
\$ 550 eligible Non Members
\$ 1,100 full course fee

DATES & TIMES:

Hobart: Mar. 12, 25, Apr. 8, 22,
May 6, 20, 2013,
10:30 am to 4:30 pm

Scaffolding

This course is accredited by Workplace Standards Tasmania and successful participants will be eligible to obtain a licence to erect modular steel (up to 45 m) and aluminium (up to 9 m) scaffolds.

It requires the following pre-requisites:

- Participants must be at least 18 years old
- On-site experience validated by the employer (in writing), or
- A TAFE certificate to erect, dismantle and adjust modular type scaffold.

Participants who do not fulfil one of the above pre-requisites will have to complete another day of hands-on scaffolding

TOPICS COVERED INCLUDE:

- scaffold requirements
- standards
- safety issues
- site hazards
- inspections
- load calculations
- ground pressures
- bends and hitches

Height Safety Training

This course is designed to meet the outcomes required to comply with the "Working at Height Code of Practice". On successful completion of the course participants will have acquired the necessary skills and knowledge to comply with the relevant legislation.

TOPICS COVERED INCLUDE:

- identify and isolate all types of unserviceable height safety equipment
- demonstrate the installation of static lines
- work safely on roofs and ensure safety below
- identify anchor points and forces developing during a fall.

DURATION: 16 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 150 eligible Master Builder Members
\$ 250 eligible Non Members
\$ 680 full course fee

DATES & TIMES:

October 2011 April 2012

Final dates will be advised in the monthly newsletters

Day one: 8:30 am to 4:30 pm.

Finishing time on day two may vary depending on the experience of participants and group size.

DURATION: 6 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 150 eligible Non Members
\$ 330 full course fee

DATES & TIMES:

September 2011 March 2012

Final dates will be advised in the monthly newsletters

8:30 am to 3:30 pm

TECHNICAL REQUIREMENTS

Tie Downs and Bracing (Part of AS1684)

This course is designed by and will be delivered by a builder, concentrating on the practical applications of the Australian Standard. Sufficient time will be allocated to answer specific questions of participants regarding individual issues.

TOPICS COVERED INCLUDE:

- understanding AS1684
- design considerations
- practical examples
- terminology and definitions
- bracing and tie downs

Residential Footings and Slabs (AS2870)

Design classification for footing systems of single dwelling houses. Includes on-ground slab, stiffened rafts, waffle rafts as well as strip, pad and piled footings.

TOPICS COVERED INCLUDE:

- understanding AS 2870
- design considerations
- standard designs
- detailing requirements
- terminology and definition
- design by engineering principles
- construction requirements
- practical examples

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 66 eligible Master Builder Members
\$ 110 eligible Non Members
\$ 180 full course fee

DATES & TIMES:

Final dates will be advised in the monthly newsletters

8:30 am to 12: 30 or 1 pm to 5 pm

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 66 eligible Master Builder Members
\$ 110 eligible Non Members
\$ 180 full course fee

DATES & TIMES:

Final dates will be advised in the monthly newsletters

8:30 am to 12: 30 or 1 pm to 5 pm

Conduct a basic site survey

This is a hands-on course for those who want to refresh their surveying skills or kick a few bad habits.

TOPICS COVERED INCLUDE:

- checking equipment for serviceability and tolerances
- set up & use equipment
- transferring levels/heights for formwork & earthwork
- adopting systematic procedures
- correct recording
- correct use, storage & transport of equipment

Wet Area Waterproofing

These information sessions are designed to give an overview of Wet Area Waterproofing Requirements under the Building Code of Australia (BCA) and the revised Australian Standard AS3740.

TOPICS COVERED INCLUDE:

- most common problems associated with wet areas
- use of materials
- design issues
- installation practices
- maintenance of wet areas

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 66 eligible Master Builder Members
\$ 110 eligible Non Members
\$ 180 full course fee

DATES & TIMES:

September 2011 and March 2012

Final dates will be advised in the monthly newsletters

8:30 am to 12: 30 or 1 pm to 5 pm

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 190 eligible Non Members
\$ 275 full course fee

DATES & TIMES:

November 2011

Final dates will be advised in the monthly newsletters

TECHNICAL REQUIREMENTS

Elevated Work Platforms

The outcome of this course is for participants to obtain a national Certificate (WP class) for boom lifts over 11 metres. Participants will also be given the opportunity to familiarise themselves with the special operation requirements for other equipment i.e. scissor lifts, boom lifts and vertical lifts. If you only require training for restricted use of scissor lifts (yellow card) a three-hour session can be organised. Contact your local office for details.

It requires the following pre-requisites:

- Participants must be at least 18 years old

Participants who do not fulfil one of the above pre-requisites will have to complete another day of hands-on scaffolding

TOPICS COVERED INCLUDE:

- rules and regulations
- planning and preparation
- set-up and stabilisation
- height and weight limits
- safety aspects

DURATION: 8 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 180 eligible Non Members
\$ 330 full course fee

DATES & TIMES:

November 2011 May 2012

Final dates will be advised in the monthly newsletters

8:30 am to 4 pm

Master Builder Green Living Training™

This program was developed for Master Builders Australia to provide residential builders with the essential knowledge, information and tools to incorporate sustainability options into their construction. It is structured to cover single lot and medium sized residential developments, apartments and units. MBT builders who complete this two-day program and implement sustainable innovations in their operations will be able to market themselves as “Master Builders Accredited Green Living Builder”.

This Master Builders accredited program will provide you information in designing, building, installing, and maintaining environmental innovations and:

- the necessary skills to understand the scope and application of the energy provisions in the BCA
- skills and support to comply with those provisions
- improved skills to enable you to pursue energy innovations
- tools and information to design and construct energy efficient structures setting new benchmarks for energy innovation

TOPICS COVERED INCLUDE:

- project planning
- passive solar efficient design considerations
- onsite management – waste management, erosion and sediment control
- framing and structure – materials selection,
- building envelope – insulation, glazing, materials selection, embodied energy
- water conservation
- energy conservation
- interior fit out – materials selection, embodied energy, indoor air quality,
- business strategy

DURATION: 14 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 160 eligible Master Builder Members
\$ 260 eligible Non Members
\$ 550 full course fee

DATES & TIMES:

Hobart: September 2011
8:30 am to 4:30 pm

Devonport: October 2011
8:30 am to 4:30 pm

Launceston: November 2011
8:30 am to 4:30 pm

Sustainable Construction - Commercial

Green Buildings are becoming increasingly popular. This hands on course will help you to understand and respond to developer or tender requirements and will help your site managers and contractors to comply with environmental requirements on site. At the end of the course you will have produced your own environmental policy and management plan.

TOPICS COVERED INCLUDE:

- what is sustainability?
- what's driving sustainable construction?
- principles of sustainable construction
- tender/developer requirements
- site management plan
- waste management plan
- environmental management plan
- sustainability scorecards
- green star
- legal requirements
- developing an environmental policy
- developing an environmental management plan
- materials selection/use

DURATION: 14 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 180 eligible Master Builder Members
\$ 300 eligible Non Members
\$ 600 full course fee

DATES & TIMES:

October and November 2011

Final dates will be advised in the monthly newsletters

8:30 am to 4:30 pm

Time Management

This course is designed by and will be delivered by a builder, concentrating on the practical applications of the Australian Standard. Sufficient time will be allocated to answer specific questions of participants regarding individual issues.

TOPICS COVERED INCLUDE:

- why is time management important?
- meeting deadlines
- achieving more in your time
- being goal oriented
- time management strategies
- creating and managing a schedule
- using resources effectively
- working with a team
- multi-tasking

Small Business Management

Managing your own business is becoming more and more complex. Dealing with customers, suppliers, regulators is one small aspect; dealing with banks, employees, subcontractors yet another. Keeping it all together while you try to keep paying the bills, keep the money coming in, quote jobs, and perhaps get time to pick up the tools yourself is a balancing act. Pick up few handy hints that may help you build your business to the level you want it to be without giving up too much and losing focus of why you are doing it.

TOPICS COVERED INCLUDE:

- Cash flow
- Getting paid and making payments
- Building the value of your business
- How to get the jobs you want
- Getting the most out of your resources
- Be prepared for anything

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 66 eligible Master Builder Members
\$ 110 eligible Non Members
\$ 180 full course fee

DATES & TIMES:

April 2012

Final dates will be advised in the monthly newsletters

1 pm to 5 pm

DURATION: 7.5 hours (3 sessions)

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 180 eligible Non Members
\$ 350 full course fee

DATES & TIMES:

Hobart: Sept. 6, 20 and Oct. 4, 2011
4:30 to 7 pm

Devonport: July 14, 21, 28, 2011
12 noon to 2:30 pm

Launceston: July 13, 20, 27, 2011
1:30 pm to 4 pm

Project Management for Building & Construction

Learning Outcomes

Participants will learn how to:

- track program of works and manage change during projects
- select the appropriate tools to save time and cost
- manage project systems

Course Overview

Attend this intensive project management course to develop a sound understanding of the fundamentals behind project management and the tools to effectively manage projects to achieve maximum success. Our specialist presenters draw on their extensive experience working as project managers in the domestic and commercial sectors to bring participants up to speed on current practices in project management.

The course learning will be through analysis of key information and comprehensive case studies. You will be given the opportunity to translate project management principles into real life situations.

Content

TOPICS COVERED INCLUDE:

- the systems and processes required on construction projects
- identifying and managing change throughout projects
- developing and tracking a program of works
- choosing tools and processes to save time and cost
- Q.A. requirements and systems
- integrating administrative activities to save time and effort
- tracking progress against the original scope of works
- effective methods for claiming additional time and cost entitlements

On successful completion of set assessment tasks participants will be issued with a Statement of Attainment for Nationally recognised unit of competency. This unit can be used towards obtaining a nationally recognised qualification such as:

- Certificate IV in Building and Construction (Site Management)
- Certificate IV in Building and Construction (Estimating)
- Certificate IV in Business (Frontline Management)

DURATION: 3 days

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 900 eligible Master Builder Members
\$ 1200 eligible Non Members
\$ 1650 full course fee

DATES & TIMES:

Subject to demand by expression of interest

Final dates will be advised in the monthly newsletters

Construction Supervisors Course

Course Overview

This is the course to develop your construction supervision and leadership skills. The course concentrates on practical skills that can be implemented into today's workplace rather than theoretical discussion.

TOPICS COVERED INCLUDE:

- supervision and leadership
- construction planning
- site administration

Training Outcomes

Participants will learn how to:

- supervise a team
- assist with the development of a project plan
- implement and monitor project plans
- identify work priorities
- resolve workplace issues

On successful completion of assessment tasks, participants will be issued with a Statement of Attainment for Nationally Recognised Units of Competency. These units can be used towards obtaining a nationally recognised qualification such as:

- Certificate IV in Building and Construction (Site Management)
- Certificate IV in Building and Construction (Estimating)
- Certificate IV in Business (Frontline Management)

DURATION: 3 days

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 220 eligible Master Builder Members
\$ 400 eligible Non Members
\$ 990 full course fee

DATES & TIMES:

September 2012

Final dates will be advised in the monthly newsletters

1 pm to 6 pm

Contract Management and Obligations

Course Overview

Contract management and obligations is a one day course that provides you with a sound understanding of the fundamentals behind risk in contracts and how best to identify and manage these risks on construction projects.

Our specialist presenters draw on their extensive experience working as project managers in the domestic and commercial sectors to bring participants up to speed on current practices in managing contractual risk.

TOPICS COVERED INCLUDE:

The best techniques to ensure risks and other issues are identified early are explored. Included are strategies to effectively manage and resolve problems in order to mitigate loss and maximise project success. Contract Components are examined by way of comprehensive case studies and workshop activities

Training Outcomes

Participants will develop an understanding of:

- contract management process
- roles and responsibilities of project parties
- concepts and principles in contract law
- types of contracts
- pricing, scope and conditions in agreements
- obligations under the contract
- strategies to resolve risks or issues
- dispute prevention and resolution
- claims negotiation
- post contract agreements

On successful completion of set assessment tasks participants will be issued with a Statement of Attainment for Nationally recognised unit of competency. This unit can be used towards obtaining a nationally recognised qualification such as:

- Certificate IV in Building and Construction (Site Management)
- Certificate IV in Building and Construction (Estimating)

DURATION: 8 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 350 eligible Master Builder Members
\$ 450 eligible Non Members
\$ 660 full course fee

DATES & TIMES:

March 2012

Final dates will be advised in the monthly newsletters

9 am to 5 pm

Using Microsoft Project *

(*Microsoft Project is the property of Microsoft Corporation)

Course Overview

This course will help people who already use MS Project and also help newcomers to get away from paper-based project management to go electronic.

Our specialist presenter has run numerous project management courses for other industry sectors as well as specialist sessions for some commercial builders. You will need to bring your own laptop and a "live example" to work on. If you don't own MS office yet, a free trial version (120 days) is available on the internet. The course will help you to plan a project with all critical aspects, but you need to continue using and updating your spreadsheet throughout the life of the project in order to benefit from it.

TOPICS COVERED INCLUDE:

Job phase & task analysis

Work breakdown schedule

Time management

Manage people & equipment use

Manage costs, purchases and deliveries

Manage daily site tasks

Job monitoring & tracking

Monitor & manage risks

The course is flexible enough to deal with individual participant requests & issues

DURATION: 16 hours (two full days)

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 350 eligible Master Builder Members
\$ 450 eligible Non Members
\$ 660 full course fee

DATES & TIMES:

Dates & locations subject to expressions of interest

Certificate IV in OH&S

Course Overview

This qualification is recognised across all industries. It is suited to those in middle management with OH&S duties i.e foremen, site supervisors or site managers

Participants will gain an understanding of:

- Hazard identification and risk management
- Assisting with OH&S compliance
- Implementing OH&S emergency procedures
- Environmental & sustainable work practices
- Occupational disease research

Training Outcomes

Participants who successfully complete the required learning and assessment tasks for this course will be issued with a Certificate IV in Occupational Health & Safety (BSB41407)

Australian Government incentives of up to \$ 4000.00 per person may be available to participants. Please ring us for further information.

Responsible Officer

This course is designed to clarify what it means to be a Responsible Officer under the provisions of the Workplace Health & Safety Act 1995. It deals directly with how to manage OH&S effectively within your organisation and how to be a safety leader.

TOPICS COVERED INCLUDE:

- why manage health & safety?
- why workplace culture is so important
- employer's and responsible officer's duty of care
- management systems required to meet duty of care provisions
- hazard management
- what is reasonably practicable?
- OH&S accountability within organisational structures
- safety management planning - how to make a difference

DURATION: 48 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: Not finalised at the point of printing

DATES & TIMES:

Hobart: Oct 4, 5, 18, 19,
Nov.1, 2, 15, 16, 2011
8.30 am to 4 pm

DURATION: 6 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 180 eligible Non Members
\$ 350 full course fee

DATES & TIMES:

April 2012

Final dates will be advised in the monthly newsletters

9 am to 3 pm

OH&S AND STATUTORY REQUIREMENTS

Accountable Person

This workshop is designed to clearly inform accountable persons of their health and safety responsibilities and empower them to meet their responsibilities. The course clearly covers the Workplace Health and Safety Act and Regulations relevant to anyone who manages or supervises people at work.

TOPICS COVERED INCLUDE:

- safety culture
- duty of care
- responsibilities
- safety systems
- hazard management & risk assessment
- what is reasonable practicable?
- how to manage your workgroup OH&S risks
- job hazard analysis
- specific accountable person responsibilities
- how to make a difference to your workplace's OH&S, now!

Fair Work Act & Modern Awards

Everyone who employs staff and/or apprentices needs to be aware of their legal obligations as an employer. Following WorkChoices, the Federal Labour Government has implemented a number of changes affecting the Building & Construction On-site Award in their Fair Work Act.

TOPICS COVERED INCLUDE:

- Different types of employment options under the Modern Awards
- How to calculate wage entitlements (travel, leave, casuals, apprentices etc.)
- Transitional provisions (how long you can continue with your current arrangements)

DURATION: 7 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 180 eligible Non Members
\$ 350 full course fee

DATES & TIMES:

May 2012

Final dates will be advised in the monthly newsletters

8:30 am to 4 pm

DURATION: 2 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 22 eligible Master Builder Members
\$ 33 eligible Non Members
\$ 66 full course fee

DATES & TIMES:

Hobart: October 26, 2011
8:30 am to 10:30 am

Devonport: October 27, 2011
8:30 am to 10:30 am

Launceston: October 28, 2011
8:30 am to 10:30 am

Introduction to Risk Management

This workshop provides participants with the principles and practicalities of OHS risk management in building and construction environments. It is suited for site managers, supervisors foremen and leading hands.

TOPICS COVERED INCLUDE:

- OHS legislation
- OHS risk management
- Safe Work Method Statements (Job Safety Analysis)
- OHS consultation

Introduction to Safe Work Method Statements

This workshop will provide you with the knowledge and skills to implement effective safe work method statements in construction environments.

TOPICS COVERED INCLUDE:

- OHS legislation
- risk management
- communication and consultation
- looking at templates & modifying the to meet your needs
- frequently asked questions

DURATION: 7 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 180 eligible Non Members
\$ 350 full course fee

DATES & TIMES:

May 2012

Final dates will be advised in the monthly newsletters

8:30 am to 4 pm

or

2 sessions from 4 pm to 7:30 pm

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 66 eligible Master Builder Members
\$ 110 eligible Non Members
\$ 180 full course fee

DATES & TIMES:

June 2012

Final dates will be advised in the monthly newsletters

4 pm to 8 pm

OH&S AND STATUTORY REQUIREMENTS

Asbestos Awareness

This course covers identification, removal and lawful disposal of asbestos as required under the Tasmanian Workplace Health and Safety Act 1995.

TOPICS COVERED INCLUDE:

- Identify asbestos on site
- How to handle asbestos
- Employers & employees responsibilities regarding asbestos
- Licensing of asbestos removal
- National asbestos codes of practice
- Developing an asbestos management plan

It covers the minimum requirement for everyone on any site who is likely to come into contact with asbestos during demolition or renovation work in domestic or commercial building.

Building & Construction Safety Induction

This course meets the requirements for the "WHITE CARD", which is the minimum OHS requirement for entry on any building site in Australia. It covers the new unit of competence CPCCOHS 1001A "Work safely in the Construction Industry".

TOPICS COVERED INCLUDE:

- responsibilities of building and construction personnel (employers and employees)
- accident prevention and awareness
- on site health and safety procedures and requirements
- materials handling
- basic first aid/accident procedures
- compensation and rehabilitation

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 66 eligible Master Builder Members
\$ 110 eligible Non Members
\$ 180 full course fee

DATES & TIMES:

April 2012, also conducted as required at our offices or any other location by arrangement

DURATION: 6 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 145 full course fee
(Incl. white card fee of \$10.00)

DATES & TIMES:

First Tuesday of the month or by arrangement

Confined Space Entry

This course meets the outcome of a nationally recognised unit of competency. Participants who successfully complete the unit will be issued with a Statement of Attainment.

TOPICS COVERED INCLUDE:

- confined space definition and examples
- confined space safety
- permit systems
- acts, regulations and relevant standards
- atmospheres and testing
- personal protective equipment (PPE)
- emergency procedures
- use of safety equipment

Control Traffic with Stop/Slow Bat

This is the minimum requirement for public traffic control. This course meets the requirements of a nationally recognised unit of competency "BCCM2013B - Control Traffic with a Stop-Slow Bat". Participants will receive a manual and will be issued with a credit-card-sized certificate on successful completion of the course.

TOPICS COVERED INCLUDE:

- legislation and principles
- principles for developing a traffic guidance scheme
- regulatory controls at roadwork sites
- signs and devices
- the law and you
- operate radios

DURATION: 8 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 130 eligible Master Builder Members
\$ 180 eligible Non Members
\$ 350 full course fee

DATES & TIMES:

June 2012, also conducted as required at our offices or any other location by arrangement
8:30 am to 5 pm

DURATION: 7 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 110 eligible Master Builder Members
\$ 150 eligible Non Members
\$ 330 full course fee

DATES & TIMES:

June 2012, also conducted as required at our offices or any other location by arrangement

OH&S AND STATUTORY REQUIREMENTS

Manual Handling

Reduce physical pain and loss of productivity by learning a few simple steps to avoid unnecessary back problems. Participants will learn some simple techniques to avoid pains and injuries.

TOPICS COVERED INCLUDE:

- Adopting and Maintaining good Working Postures
- Using correct Manual Handling Practices
- Maintaining a Minimum Standard of Fitness
- Learning about Risk Identification, Assessment and Control
- Reporting on and acting upon Potential Hazards
- Early Recognition of Symptoms
- Preventive and Remedial Back Exercises

This course is equally suitable for those who want to avoid getting into bad lifting habits and those who need to change them.

Drug and Alcohol Awareness

What will you do if someone in the workplace seems to be under the influence of drugs or alcohol? How far you need to go depends on a number of factors. This session will give you a starting point from which you can decide what's right for your circumstances.

TOPICS COVERED INCLUDE:

- Understanding legal responsibilities as employer, head contractor or site supervisor/foreman
- How will it affect your business?
- The different drug groups and how they affect people
- How to recognise the symptoms
- How to react to resolve the issue
- Where to go from here?

DURATION: 4 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 66 eligible Master Builder Members
\$ 110 eligible Non Members
\$ 180 full course fee

DATES & TIMES:

March 2012, also conducted as required at our offices or any other location by arrangement

DURATION: 2 hours

VENUE: MBT Offices, Launceston, Devonport, Hobart

COST: \$ 22 eligible Master Builder Members
\$ 33 eligible Non Members
\$ 66 full course fee

DATES & TIMES:

conducted as required at our offices or any other location by arrangement

Registration / Expression of interest form

Company name:

Contact name: Email

Phone: Fax: Mobile:

Address:

Postcode:

Signed Date: / /

I / We would like to participate in the following course/s:

Course Names	✓ No. of people to attend:	Course Names	✓ No. of people to attend:
Supervision and Site Administration	<input type="checkbox"/> <input type="checkbox"/>	Master Builder Green Living Training™	<input type="checkbox"/> <input type="checkbox"/>
Contracts and Legal Obligations	<input type="checkbox"/> <input type="checkbox"/>	Sustainable Construction - Commercial	<input type="checkbox"/> <input type="checkbox"/>
Estimating and Stock Control	<input type="checkbox"/> <input type="checkbox"/>	Time Management	<input type="checkbox"/> <input type="checkbox"/>
Business and Financial Management	<input type="checkbox"/> <input type="checkbox"/>	Small Business Management	<input type="checkbox"/> <input type="checkbox"/>
Occupational Health and Safety	<input type="checkbox"/> <input type="checkbox"/>	Project Management for Building and Construction	<input type="checkbox"/> <input type="checkbox"/>
Building Technology	<input type="checkbox"/> <input type="checkbox"/>	Construction Supervisors Course	<input type="checkbox"/> <input type="checkbox"/>
Structural Principles	<input type="checkbox"/> <input type="checkbox"/>	Contract Management and Obligations	<input type="checkbox"/> <input type="checkbox"/>
Contracts & Disputes Management	<input type="checkbox"/> <input type="checkbox"/>	Using Microsoft Project *	<input type="checkbox"/> <input type="checkbox"/>
Building & Construction Management	<input type="checkbox"/> <input type="checkbox"/>	Certificate IV in OH&S	<input type="checkbox"/> <input type="checkbox"/>
Structural Application	<input type="checkbox"/> <input type="checkbox"/>	Responsible Officer	<input type="checkbox"/> <input type="checkbox"/>
Project Cost Control	<input type="checkbox"/> <input type="checkbox"/>	Accountable Person	<input type="checkbox"/> <input type="checkbox"/>
OHS Risk Management	<input type="checkbox"/> <input type="checkbox"/>	Fair Work Act & Modern Awards	<input type="checkbox"/> <input type="checkbox"/>
Apply Building Codes & Standards	<input type="checkbox"/> <input type="checkbox"/>	Introduction to Risk Management	<input type="checkbox"/> <input type="checkbox"/>
Scaffolding	<input type="checkbox"/> <input type="checkbox"/>	Introduction to Safe Work Method Statements	<input type="checkbox"/> <input type="checkbox"/>
Height Safety Training	<input type="checkbox"/> <input type="checkbox"/>	Asbestos Awareness	<input type="checkbox"/> <input type="checkbox"/>
Tie Downs and Bracing (Part of AS1684)	<input type="checkbox"/> <input type="checkbox"/>	Building & Construction Safety Induction	<input type="checkbox"/> <input type="checkbox"/>
Residential Footings and Slabs (AS2870)	<input type="checkbox"/> <input type="checkbox"/>	Confined Space Entry	<input type="checkbox"/> <input type="checkbox"/>
Conduct a basic site survey	<input type="checkbox"/> <input type="checkbox"/>	Control Traffic with Stop/Slow Bat	<input type="checkbox"/> <input type="checkbox"/>
Wet Area Waterproofing	<input type="checkbox"/> <input type="checkbox"/>	Manual Handling	<input type="checkbox"/> <input type="checkbox"/>
Elevated Work Platforms	<input type="checkbox"/> <input type="checkbox"/>	Drug and Alcohol Awareness	<input type="checkbox"/> <input type="checkbox"/>

Please mark appropriate box(es) below:

- Please advise of date, cost and location of the above selected courses (if not provided or not in your area).
- Please provide some more detail on course content
- Please advise alternative dates/locations



MASTER BUILDERS
T A S M A N I A

MASTER BUILDERS' ASSOCIATION OF TASMANIA Inc.

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