



Master Builders SA Industry Ready Education

2017/18



Your pathway to success in the
building and construction industry

MASTER BUILDERS
SOUTH AUSTRALIA



MASTER BUILDERS SA

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FIND US AT

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47 South Terrace Adelaide SA 5000
Bus route 548 - stop Y2

Are you industry ready?

Master Builders SA is committed to delivering quality education to the building and construction industry.

We recognise the importance of up-skilling members through Industry Ready Education to meet the highest standards of excellence.

We realise there is a need to help members and industry stay competitive in a climate dominated by rapid innovations, time-pressures, technological advances and new materials. Every business also needs to realise that workplace health and safety is an essential element touching every level of our industry.

Traditionally, new industry skills have been developed through hard work and experience. But the rapid introduction of new technologies and innovations is changing the environment, placing greater emphasis on the need for continuing development.

For many in the industry the day-to-day operations play a major role in their ability to innovate and adapt to the changing environment in which their businesses operate.

Master Builders SA Industry Ready Education provides the tools necessary to meet these needs, arming participants with practical knowledge and skills to continue to grow their business.

We hope you enjoy our new education offerings and will be seeking your feedback every step of the way to find out what other programs we can provide to support your career growth.

Christine Stone
Principal Manager, Industry Services and Education
Master Builders SA

Industry Ready Education

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**JULY TO
DECEMBER
2017**

ASBESTOS AWARENESS

Asbestos is a hazardous substance that has been used in many building products in Australia. Exposure to asbestos has been associated with severe health ailments affecting the lungs, abdomen and heart. In recent years, victims have successfully sought compensation for the pain and suffering linked to prolonged asbestos exposure.

Unlicensed removal of limited amounts of asbestos is permitted in certain circumstances only. This course provides background information and covers asbestos removal in the following situations: in premises that are not workplaces, where the quantity of non-friable asbestos to be removed is less than 10m² and where friable asbestos material is being removed for repair or maintenance work (can only cover half a square metre (½ m²) or less in surface area). Asbestos removal greater than these limits requires the operator to be licensed and is outside the scope of this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Asbestos use, production and surveillance in Australia
- Selection and use of Personal Protective Equipment (PPE)
- Drilling of asbestos containing materials
- Sealing, painting, coating and cleaning of asbestos cement products
- Working with asbestos cement roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos
- Decontaminating the asbestos work area and equipment

PRESENTER:	Master Builders SA	
DURATION:	1 day	
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide	
INVESTMENT:		
Master Builders SA Member:	CITB	\$155
	Non CITB	\$215
Non Member:	CITB	\$220
	Non CITB	\$280
INCLUDES:	Course materials	
DELIVERY:	8.30am - 12.30pm • 14/8/17	
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .	

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

BUILDING INSPECTIONS AND REPORT WRITING

This training course gives participants the background knowledge and the practical approach to carrying out pre-purchase and defect inspections and the related completion of comprehensive inspection reports to the required Australian Standard.

This course may be seen by participants as a way to capitalise on their building and construction experience and knowledge and to provide a potential income in a new field of work.

Participants are advised that proposals for industry licensing are likely to require appropriate industry experience and indemnity insurance requirements.

PREREQUISITES

This course requires the participant to:

- Hold an AQF level 3 or above qualification in a related building and construction area
- Have access to the National Construction Code (NCC) - Class 1 & Class 10 building
- Hold sufficient skills in reading and writing to be able to complete complex reports

TOPICS COVERED INCLUDE

- Different inspection types
- Processes and tools used during the inspection
- Carrying out an on-site inspection
- Common building faults
- Duties of an inspector within the relevant legislation
- Working to an Australian Standard
- Planning and preparing the final reports
- Appropriate wording of findings for inclusion in the final inspection report

ADDITIONAL INFORMATION

Master Builder Certified Inspector

Building Inspection Report Writing is not currently legislated in South Australia. To set apart the Master Builders SA Members who are Building Inspectors, Master Builders SA wishes to encourage Continued Professional Development (CPD).

In line with this, Master Builders SA offers its Members who complete the Building Inspection Report Writing (BIRW) course, the opportunity to become a 'Master Builders SA Certified Inspector'. To become a 'Master Builders SA Certified Inspector' you must be a Master Builders SA Member, have undertaken the Building Inspection Report Writing course and have met the annual Professional Development requirements.

Participants who attend this course for information only will be issued with a Certificate of Attendance.

PRESENTER:	Master Builders SA	
DURATION:	2 days	
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide	
INVESTMENT:		
Master Builders SA Member:		\$775
Non Member:		\$1085
Master Builders SA registered Inspector optional fee:	this service is only offered to members. \$400	
INCLUDES:	Course materials	
DELIVERY:	9.30am - 4.30pm • 11/7/2017 & 12/7/2017 or • 14/11/2017 & 15/11/2017	
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .	

PROPERTY DEVELOPMENT - AN INTRODUCTION

This course is suitable for industry members who are new to property development, working for or intending to become a private property developer, are wanting to mitigate the risks and increase property development opportunities, and industry members who are enterprising builders looking to improve project outcomes.

This course aims to develop skills and knowledge in the areas of creating, funding, controlling and coordinating the property development process from start to completion. The course will provide information on particular traits such as attention to detail, being responsive, adaptive and flexible and how these traits come into play during a project. It will also provide participants with access to real estate and property data analysis tools and the skills to determine the highest and best use for both residential and commercial opportunities.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Feasibility analysis
- Density in building design
- The four key assets in a deal
- How to find a project
- Special contract clauses
- What drives profitability
- Construction costing options
- Builder-developer construction role
- The iterative development process
- Financial constraints/sourcing capital
- Risk analysis and management
- Risk assessment and mitigation
- Researching the property market
- Overcoming regulatory constraints
- Discounted cashflow analysis
- Valuation methodologies
- The development process
- Marketing leasing to end users
- Managing tenants and property
- Disposal of assets

PRESENTER:	Master Builders SA	
DURATION:	8 weeks, 1 evening per week	
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide	
INVESTMENT:		
Master Builders SA Member:		\$1805
Non Member:		\$2525
INCLUDES:	Course materials	
DELIVERY:	5.30pm - 8.30pm • 19/9/17 to 7/11/17	
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .	

ROOF TRUSSES 1 DAY COURSE

This course is tailored to incorporate the SA Government's current Truss Implementation Plan that includes all areas of the Minister's Schedule of Essential Training Elements (Trusses).

It also includes information on the Development Act powers of entry, expiation notice process and mandated approval and inspection requirements. Building Work Supervisors are required to undertake this training as a result of the Minister's Truss Taskforce and the Development (Trusses) Variation Regulations 2010 under the Development Act 1993.

This covers all timber and steel truss installation requirements, including wall and roof framing. You will learn what can (and has) gone wrong with existing installations and how to prevent such failures in the future.

Building Work Supervisors must be registered with Consumer and Business Services (formerly OCBA). Other participants such as Certifiers, Local Government Inspectors, Trades and Designers have no prerequisites.

Participants who successfully complete the course will be issued with a Certificate of Attendance which includes a unique identifying number for each trained practitioner.

TOPICS COVERED INCLUDE

- Changes to the application, inspection and certification process and use of advisory notes, schedules and Regulation requirements
- Use of checklists for approvals and inspections
- Implementation of Minister's Taskforce recommendations
- Framing Systems and other related standards
- Diagonal bracing, top and bottom chord bracing, web ties, truss connections and girder brackets, load and non-load bearing walls
- Batten Splicing at critical locations

PRESENTER:	Master Builders SA	
DURATION:	1 day	
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide	
INVESTMENT:		
Master Builders SA Member:	CITB	\$205
	Non CITB	\$315
Non Member:	CITB	\$295
	Non CITB	\$405
INCLUDES:	Course materials	
DELIVERY:	9.30am - 4.30pm • 15/8/17	
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .	

ROOF TRUSSES EVENING COURSE

This course is tailored to incorporate the SA Government's current Truss Implementation Plan that includes all areas of the Minister's Schedule of Essential Training Elements (Trusses).

It also includes information on the Development Act powers of entry, expiation notice process and mandated approval and inspection requirements. Building Work Supervisors are required to undertake this training as a result of the Minister's Truss Taskforce and the Development (Trusses) Variation Regulations 2010 under the Development Act 1993.

This covers all timber and steel truss installation requirements, including wall and roof framing. You will learn what can (and has) gone wrong with existing installations and how to prevent such failures in the future.

Building Work Supervisors must be registered with Consumer and Business Services (formerly OCBA). Other participants such as Certifiers, Local Government Inspectors, Trades and Designers have no prerequisites.

Participants who successfully complete the course will be issued with a Certificate of Attendance which includes a unique identifying number for each trained practitioner.

TOPICS COVERED INCLUDE

- Changes to the application, inspection and certification process and use of advisory notes, schedules and Regulation requirements
- Use of checklists for approvals and inspections
- Implementation of Minister's Taskforce recommendations
- Framing Systems and other related standards
- Diagonal bracing, top and bottom chord bracing, web ties, truss connections and girder brackets, load and non-load bearing walls
- Batten Splicing at critical locations

PRESENTER:	Master Builders SA
DURATION:	2 evenings
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	CITB \$205 Non CITB \$315
Non Member:	CITB \$295 Non CITB \$405
INCLUDES:	Course materials
DELIVERY:	5.30pm - 8.30pm • 17/10/17 & 18/10/17
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

SAFETY SUPERVISOR

This course covers common building and construction safety and will provide you with in-depth information, flowcharts, checklists and discussion about each of the areas listed below.

You are required to have sufficient skills in reading and writing to successfully complete this course.

Participants who successfully complete the course will be issued with a laminated wallet-sized ticket and a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Responsibilities in safety
- Tool Box meetings
- Electrical temporary supply
- Falls from heights
- Demolition
- Drugs and alcohol
- Traffic management
- Health and safety committees
- SWMS
- Electrical testing and tagging
- Scaffolds
- Excavation and shoring
- Public safety
- Dealing with conflict in safety

PRESENTER:	Master Builders SA
DURATION:	5 weeks, 1 afternoon per week
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$555
Non Member:	\$640
INCLUDES:	Course materials
DELIVERY:	1.00pm - 5.00pm • 5/10/17 to 2/11/17
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

SAFETY SUPERVISOR REFRESHER

In order to stay up-to-date on relevant legislative changes, Safety Supervisors are encouraged to attend a Refresher every three years. This short course will ensure you maintain the knowledge required to perform your role.

You are required to have successfully completed the Safety Supervisor course and will be asked to provide evidence of this training upon enrolment.

Participants who successfully complete the course will be issued with a wallet-sized ticket and a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Review of the Work Health and Safety Act and Regulations
- Proposed changes to the legislation
- Hazard Management
- Consultation
- Manual Handling
- Accident Investigation

PRESENTER:	Master Builders SA
DURATION:	4 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	CITB \$100 Non CITB \$220
Non Member:	CITB \$140 Non CITB \$260
INCLUDES:	Course materials
DELIVERY:	1.00pm - 5.00pm • 5/10/17
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

SAFE WORK METHOD AND ENVIRONMENTAL STANDARDS

This course will guide you through writing Safe Work Method Statements (SWMS), formerly known as Job Safety Analysis (JSA), in a simple and effective format. It focuses on breaking down the tasks and looking at them from a hazard and environmental management perspective in order to minimise risk.

Meeting procedures for on-site safety (known as Toolbox Meetings) will also be covered.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Work Health & Safety legislation and requirements
- Hazard management
- Writing a SWMS
- Toolbox meetings
- Using the supplied SWMS proforma
- Using the supplied Toolbox Meeting pro forma

PRESENTER:	Master Builders SA
DURATION:	4 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	CITB \$120 Non CITB \$150
Non Member:	CITB \$170 Non CITB \$200
INCLUDES:	Course materials
DELIVERY:	8.30am - 12.30pm • 12/10/17
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

SUPERVISOR TRAINING

This course is tailored for those who are currently in, or about to take over, a supervisory position.

You will gain a valuable insight into management techniques and a better knowledge of people skills and how they can be used to develop an effective supervisory style. The course is ideal for team leaders, supervisors and those who are responsible for the management of site personnel and contractors.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete all of the required assessment activities will be issued with a Certificate of Attainment.

TOPICS COVERED INCLUDE

- Determining why people behave differently
- Build team development
- Discovering 5 levels of human needs
- Exploring the skill required to be an effective leader
- Setting goals and objectives
- Dealing with conflict within the workplace
- Managing performance and maintaining discipline
- Appraising staff

PRESENTER:	Master Builders SA
DURATION:	2 day
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$410
Non Member:	\$570
INCLUDES:	Course materials
DELIVERY:	9.30am - 4.30pm • 31/10/17 & 1/11/17
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

TIMBER FRAMING CODE

This comprehensive course is considered a valuable precursor to either of the Certificate IV Building & Construction qualifications and is favoured in licensing applications by Consumer and Business Services (formally known as OCBA).

You will gain a thorough working knowledge of AS 1684.2 2010 Residential Timber Framing Code, ensuring the most appropriate timbers are selected and the right choice of members and construction techniques are made in the design and construction of a building.

Course cost does not include a temporary loan of the National Timber Framing Code, for which a \$200 deposit is required.

You should have sufficient skills in reading, writing and mathematics to successfully complete this course.

You are required to bring a scientific calculator with you.

Participants who successfully complete this course will be issued a Certificate of Attainment.

TOPICS COVERED INCLUDE

- Species selection
- Durability
- Span tables
- Wall framing
- Roof framing
- Bracing
- Tie downs

PRESENTER:	Master Builders SA
DURATION:	11 weeks, 1 evening per week
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$895
Non Member:	\$1065
INCLUDES:	Course materials
DELIVERY:	5.30pm - 8.30pm • 11/9/17 to 27/11/17
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

WET AREA WATERPROOFING

An overwhelming majority of construction work failures are linked to faulty waterproofing. This course focuses on the Building Code of Australia (BCA), Australian Standard and Minister's Specifications relating to waterproofing of wet areas. You will be instructed in installation methods, treatment, product application and best practice.

Participants who successfully complete the course will be issued with a Certificate of Attainment.

TOPICS COVERED INCLUDE

- Common failures and reasons
- Wet area requirements under the BCA
- AS3740 Waterproofing of wet areas within residential buildings
- Minister's Specifications
- Water proofing membranes
- Component to component compatibilities

PRESENTER:	Master Builders SA
DURATION:	4.5 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	CITB \$90
Non Member:	Non CITB \$150
INCLUDES:	CITB \$125 Non CITB \$185
DELIVERY:	Course materials
CONTACT:	8.30am - 1.00pm • 10/8/17 or • 9/11/17
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

**JANUARY TO
DECEMBER
2018**



ASBESTOS AWARENESS

Asbestos is a hazardous substance that has been used in many building products in Australia. Exposure to asbestos has been associated with severe health ailments affecting the lungs, abdomen and heart. In recent years, victims have successfully sought compensation for the pain and suffering linked to prolonged asbestos exposure.

Unlicensed removal of limited amounts of asbestos is permitted in certain circumstances only. This course provides background information and covers asbestos removal in the following situations: in premises that are not workplaces, where the quantity of non-friable asbestos to be removed is less than 10m² and where friable asbestos material is being removed for repair or maintenance work (can only cover half a square metre (½ m²) or less in surface area). Asbestos removal greater than these limits requires the operator to be licensed and is outside the scope of this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Asbestos use, production and surveillance in Australia
- Selection and use of Personal Protective Equipment (PPE)
- Drilling of asbestos containing materials
- Sealing, painting, coating and cleaning of asbestos cement products
- Working with asbestos cement roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos
- Decontaminating the asbestos work area and equipment

PRESENTER:	Master Builders SA
DURATION:	4 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	CITB \$155 Non CITB \$215
Non Member:	CITB \$220 Non CITB \$280
INCLUDES:	Course materials
DELIVERY:	8.30am - 12.30pm • 12/3/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

BUILDING INSPECTIONS & REPORT WRITING

This training course gives participants the background knowledge and the practical approach to carrying out pre-purchase and defect inspections and the related completion of comprehensive inspection reports to the required Australian Standard.

This course may be seen by participants as a way to capitalise on their building and construction experience and knowledge and to provide a potential income in a new field of work.

Participants are advised that proposals for industry licensing are likely to require appropriate industry experience and indemnity insurance requirements.

This course requires the participant to:

- Hold an AQF level 3 or above qualification in a related building and construction area
- Have access to the National Construction Code (NCC) - Class 1 & Class 10 building
- Hold sufficient skills in reading and writing to be able to complete complex reports

TOPICS COVERED INCLUDE

Different inspection types

- Processes and tools used during the inspection
- Carrying out an on-site inspection
- Common building faults
- Duties of an inspector within the relevant legislation
- Working to an Australian Standard
- Planning and preparing the final reports
- Appropriate wording of findings for inclusion in the final inspection report

ADDITIONAL INFORMATION

Master Builder Certified Inspector

Building Inspection Report Writing is not currently legislated in South Australia. To set apart the

Master Builders SA Members who are Building Inspectors, Master Builders SA wishes to encourage Continued Professional Development (CPD).

In line with this, Master Builders SA offers it's Members who complete the Building Inspection Report Writing (BIRW) course, the opportunity to become a 'Master Builders SA Certified Inspector'. To become a 'Master Builders SA Certified Inspector' you must be a Master Builders SA Member, have undertaken the Building Inspection Report Writing course and have met the annual Professional Development requirements.

BUILDING INSPECTIONS & REPORT WRITING CONT.

Participants who attend this course for information only will be issued with a Certificate of Attendance.

PRESENTER:	Master Builders SA
DURATION:	2 days
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$775
Non Member:	\$1085
INCLUDES:	Course materials
DELIVERY:	9.30am - 4.30pm • 5/3/18 & 6/3/18 • 6/7/18 & 17/7/18 • 12/11/18 & 13/11/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

COMMERCIAL ESTIMATING

This course is aimed at those interested in a career in estimation. It explores a range of areas related to estimation work from the ethics and propriety rules through to establish costs associated with materials and labour for both residential and commercial projects. Various tools used to assist estimators will be explored along with the principles of the Australian Standard Method of Measurement. The calculations associated with a Bill of Quantities and Builder's Quantities are discussed and practiced along with labour costing rates, materials unit rates, material selection, handling and storing.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course. Please contact the Training Department for more information.

Participants who successfully complete all of the required assessment activities will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Ethics and codes of practice
- Tools to assist estimators
- Calculating quantities
- Bill of Quantities
- Call forward sheets
- Material selection, handling and storage

PRESENTER:	Master Builders SA
DURATION:	4 week course, 1 evening per week
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$220
Non Member:	\$305
INCLUDES:	Course materials
DELIVERY:	5.30pm - 8.30pm, Twice a year • 1/4/18 - 2/5/18 • 3/10/18 - 24/10/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

DEPARTMENT OF PLANNING TRANSPORT AND INFRASTRUCTURE - SAFETY CULTURE

This course explore and explains the self-assessment demands of the Department of Planning, Transport and Infrastructure (DPTI) and its new "safety culture".

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Understand the self-assessment
- Identify the gaps in your system that need to be repaired before tendering for DPTI jobs
- Understand the application of basic SQE tools in the problem solving process

PRESENTER: Master Builders SA

DURATION: 2 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$60

Non Member: \$120

INCLUDES: Course materials

DELIVERY: 8.30am - 10.30am
• 30/5/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

DEVELOPMENT TECHNOLOGY PRODUCTS AND SYSTEMS.

This course will focus on the application of Codes, standards required of your business and the implementation of new systems.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- How to efficiently use the National Construction Code
- Wet Area Applications
- Steel frame Constructions
- Lodging Development Applications

PRESENTER: Master Builders SA

DURATION: 1 day course

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$160

Non Member: \$320

INCLUDES: Course materials

DELIVERY: 8.30am - 5.00pm
• 14/3/18
• 13/6/18
• 12/9/18
• 13/12/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

ELEVATED WORK PLATFORMS

Elevating Work Platforms (EWP) are mobile items of plant designed to lift or lower people and equipment by a telescopic, hinged or articulated device, or combination of these, from a base support.

While EWPs may control work at height risks, the movement of mobile plant introduces new risks.

Duty holders usually understand the risks EWPs pose to people on the ground however, what's often not fully considered is the increased crush risk to workers from the EWP platform or within the basket.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Hazard Identification Risk Assessment & Control (HIRAC)
- Using the hierarchy of controls:
- Elimination, Substitution, Isolation, Engineering, Administration, PPE
- Can the work at height be eliminated?
- Is an EWP the best choice for risk minimisation?
- Risk Assessment Considerations such as:
- Nature of the task
- Who is involved (experience, qualifications, training)
- Familiarity with the chosen EWP type,
- Terrain indoors/outdoors
- Height involved
- Weather
- Control options to prevent EWP incidents:
- Utility identification,
- Exclusion zones
- Pre-operational training requirements
- Verification of competency

PRESENTER: Master Builders SA

DURATION: 2 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$90

Non Member: \$180

INCLUDES: Course materials

DELIVERY: 9.00am - 11.00am
• 22/3/18
• 17/5/18
• 16/8/18
• 18/10/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

ENVIRONMENTAL MANAGEMENT SYSTEMS

This 4 hour workshop covers a wide selection of environmental management issues faced within the building and construction industry.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Pre-construction planning and design (environmental assessments & risk assessments, establishing an environmental management plan, best practice documentation, land disturbance and more)
- Erosion (management of contaminated stormwater, the design of erosion and sediment control devices, de-watering the work site, dust control, management of stockpiles and batters, as well as information regarding working in waterways and floodplains)
- Noise and vibration (operating hours, vehicles and equipment, traffic, and noise abatement)
- Waste minimisation (contaminated material and wastes, solid inert wastes, putrescible wastes, low-level contaminated soil and prescribed wastes)
- Other environmental issues (including emergency procedures, air quality, litter, storage of chemicals and fuel, road cleaning, protecting infrastructure, concrete batching plants as well as inspections/monitoring/audits)

PRESENTER: Master Builders SA

DURATION: 4 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$95

Non Member: \$190

INCLUDES: Course materials

DELIVERY: 1.00pm - 5.00pm
• 7/8/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

HOW TO START AND GROW YOUR BUSINESS

Starting a new business is trying enough, but to ensure it is successful, and maintains growth can be a challenge.

This course will provide you with the knowledge and preparation to take the plunge into operating your own business.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE:

- Creating a business plan; Participants will gain access to a business plan template.
- Choosing a business name; Discover how to determine if your business name is available.
- Obtaining an ABN; Apply for your Australian Business Number.
- Determining your legal structure; Determine which legal structure best suits your circumstances.
- Registering a domain name: Get a matching domain to your business name and set up your email addresses.
- Setting up a website: Your website is your credibility. Even if you are not ready for a full website you can start with your business information.
- Registering social media profiles: Getting set up on the major social media channels (Facebook, LinkedIn, and Twitter)
- Investigating and apply for business licenses
- Starting your revenue stream
- Renting retail or office space or working from home (Home Office)
- Ordering business cards
- Opening a business bank account
- Setting up your accounting system
- Assigning responsibilities to people
- Upgrading your smartphone and choosing apps
- Lining up suppliers
- Working your network
- Get a mentor
- Identifying your target audience

PRESENTER: Master Builders SA

DURATION: 1 day or 2 evenings

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$130

Non Member: \$260

INCLUDES: Course materials

DELIVERY: 9.00am - 4.00pm
EVENING session (2 classes 5:30pm - 8:30pm)

- 27/2/18
- 22/5/18
- 24/7/18
- 23/10/18
- EVENING - 20/3/18 & 27/3/18
- EVENING - 18/9/18 & 25/9/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

INSURANCE TRAINING

Insurance can be complex and confusing at times with all the paperwork and questions.

Master Builders Australia Insurance Services (MBAIS) will walk you through a typical Builders Indemnity application and provide insight into how your company structure can affect your insurance outcomes.

We will also present the different insurance policies available and our recommendations for the construction industry and associated trades.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

PRESENTER: Master Builders SA

DURATION: 4 hour course held over 2 days

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$80

Non Member: \$160

INCLUDES: Course materials

DELIVERY: 3.00pm - 5.00pm

- 21/2/2018 & 22/2/18
- 20/6/2018 & 21/6/18
- 19/09/2018 & 20/9/18
- 21/11/2018 & 22/11/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

INTERNAL SQE AUDIT TRAINING

The internal auditing course will assist you to upskill your personnel in regard to Quality, Health, Safety and Environment management systems and provide them with the ability to monitor and review the continuous improvement process.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Quality Assurance
- Work Health and Safety
- Environmental
- An introduction to management systems and compliance
- An explanation of auditing-related terms and definitions
- Principles of auditing explained
- Responsibilities of an internal auditor
- Internal auditor authority
- Internal auditing practice: what to avoid & best practice techniques

PRESENTER: Master Builders SA

DURATION: 3 day course or a 1 day course for each individual management system.

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$430

Non Member: \$860

INCLUDES: Course materials

DELIVERY: 8.30am - 4.30pm

- 10/7/18 - 12/7/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

LEADERSHIP TRAINING

Many supervisors, managers and leaders never get formal or practical training to help them lead the people who report to them. This lack of training can cost, frustrate and harm the business and employees, especially in light of today's harassment laws, unfair dismissal claims or simply stress-related matters.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- The 5 effective leadership principles
- 10 key traits to effective leadership.
- Your current personal leadership style and what to do to enhance it
- The 4 behavioural styles of people and how to interact with each
- How to develop your staff to become a cohesive and productive team
- How to lead your people depending on the situation and their skills

PRESENTER: Master Builders SA

DURATION: 2.5 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$65

Non Member: \$130

INCLUDES: Course materials

DELIVERY: 9.00am - 11.30am

- 15/1/18
- 19/2/18
- 12/3/18
- 9/4/18
- 14/5/18
- 11/6/18
- 9/7/18
- 13/8/18
- 10/9/18
- 15/10/18
- 12/11/18
- 10/12/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

MANAGING SITE - QUALITY HEALTH SAFETY ENVIRONMENT RESPONSIBILITIES

This course will enable the student to assist in managing site specific issues related to SafeWork SA inspector visits, including preventing prohibition and improvement notices, and managing dangerous incidents and notifiable incidents.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Understand the legislative hierarchy
- Identify gaps in safety systems requiring rectification
- Understand how to assess what is "reasonably practicable"
- Understand the application of basic quality, health, safety and environmental (QHSE) tools in the problem solving process
- Conduct site inductions
- Manage drug and alcohol issues
- Review contractor SWMS
- Understand site requirements for fencing
- Interpret safety data sheets
- Understand plant requirements, including risk assessment, refuelling, traffic management, loading/unloading (chain of responsibility), licenses, craneage and welding safety

PRESENTER:	Master Builders SA
DURATION:	4 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$95
Non Member:	\$190
INCLUDES:	Course materials
DELIVERY:	9.00am - 1.00pm • 9/3/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

MARKETING TRAINING

The toughest part of any business is to attract its ideal clients and retain them. Most small businesses owners advertise in the wrong places and quote to people they don't like – just to maintain cash flow. It pays the bills but. What would it be like if you gain a continual stream of income from people you like? People who pay on time, are incredibly thankful and who send you referrals. People who trust you and are happy to help you and your business grow. Would these type of clients transform your business, your life and your family?

Well... This can be you and it is within reach.

Enrol in our new and exciting workshop and discover the secrets behind successful businesses.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Where "Price Shoppers" live and proven strategies to avoid them
- The 5 emotional triggers of why people buy and why you should use them
- The Three Step Sales Cycle which drives all sales
- 17 of the Most Common Sales Objections and how to overcome them
- 5 'Closing The Sales' techniques but you really only have to use this Special One
- The Ladder Of Loyalty - strategies to ensure your customers stay loyal
- The Four Questions to ask in every quote or sales presentation
- 13 Power Words to use in sales

PRESENTER:	Master Builders SA
DURATION:	2.5 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$65
Non Member:	\$130
INCLUDES:	Course materials
DELIVERY:	9.00am - 11.30am • 16/7/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

PLANT MANAGEMENT

This course will discuss the plant risk assessment and the many types of plant as they apply to the Construction industry.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Understand the importance of performing plant risk assessments
- Understand the application of hazard identification risk assessment and control in minimising risks
- Identify the various types of plant and their application in construction

PRESENTER:	Master Builders SA
DURATION:	2 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$60
Non Member:	\$120
INCLUDES:	Course materials
DELIVERY:	9.00am - 11.00am • 28/6/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

PROJECT RISK ASSESSMENT

This course will detail specific project risk aspects and what steps are to be taken. Will also cover the application of inspections and internal audit requirements to meet compliance standards.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

TOPICS COVERED INCLUDE

- Understand the importance of performing project risk assessments
- Identify specific project risk aspects and risk mitigation strategies
- Understand the application of inspections and internal audits to ensure compliance is maintained on site

PRESENTER:	Master Builders SA
DURATION:	2 hour course
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$60
Non Member:	\$120
INCLUDES:	Course materials
DELIVERY:	9.00am - 11.00am, once a year • 20/9/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

PROPERTY DEVELOPMENT - AN INTRODUCTION

This course is suitable for industry members who are new to property development, working for or intending to become a private property developer, are wanting to mitigate the risks and increase property development opportunities, and industry members who are enterprising builders looking to improve project outcomes.

This course aims to develop skills and knowledge in the areas of creating, funding, controlling and coordinating the property development process from start to completion. The course will provide information on particular traits such as attention to detail, being responsive, adaptive and flexible and how these traits come into play during a project. It will also provide participants with access to real estate and property data analysis tools and the skills to determine the highest and best use for both residential and commercial opportunities.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Feasibility analysis
- Density in building design
- The four key assets in a deal
- How to find a project
- Special contract clauses
- What drives profitability
- Construction costing options
- Builder-developer construction role
- The iterative development process
- Financial constraints/sourcing capital
- Risk analysis and management
- Risk assessment and mitigation
- Researching the property market
- Overcoming regulatory constraints
- Discounted cashflow analysis
- Valuation methodologies
- The development process
- Marketing leasing to end users
- Managing tenants and property
- Disposal of assets

PRESENTER: Master Builders SA

DURATION: 8 weeks, one evening per week

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$1805

Non Member: \$2525

INCLUDES: Course materials

DELIVERY: 5.30pm - 8.30pm
• 24/7/18 to 11/9/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

QUALITY MANAGEMENT PLANS

This course will attendees understand the ISO 9001 standard and how to apply it to their business model. Some key components that will be delivered are the internal and external issues relative to your business and its purpose and strategic direction. Management shall demonstrate leadership and commitment with respect to the quality management system.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Context of the organisation
- Leadership
- Policy
- Planning
- Support/ Resources
- Measurement - Internal Auditing
- Documented information
- Operation
- Control of externally provided processes, products and services
- Production and service provision
- Performance evaluation
- Management review
- Improvement

PRESENTER: Master Builders SA

DURATION: 2 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$90

Non Member: \$180

INCLUDES: Course materials

DELIVERY: 9.00am - 11.00am
• 29/1/18
• 23/4/18
• 27/8/18
• 26/11/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

ROOF TRUSSES

This course is tailored to incorporate the SA Government's current Truss Implementation Plan that includes all areas of the Minister's Schedule of Essential Training Elements (Trusses).

It also includes information on the Development Act powers of entry, expiation notice process and mandated approval and inspection requirements. Building Work Supervisors are required to undertake this training as a result of the Minister's Truss Taskforce and the Development (Trusses) Variation Regulations 2010 under the Development Act 1993.

This Regulation requires Building Work Supervisors to sign the checklist hence their need to understand the process and mandated completion of this course.

This covers all timber and steel truss installation requirements, including wall and roof framing.

You will learn what can (and has) gone wrong with existing installations and how to prevent such failures in the future.

INDUSTRY READY

Building Work Supervisors must be registered with Consumer and Business Services (formerly OCBA). Other participants such as Certifiers, Local Government Inspectors, Trades and Designers have no prerequisites.

Participants who successfully complete the course will be issued with a Certificate of Attendance which includes a unique identifying number for each trained practitioner.

TOPICS COVERED INCLUDE

- Changes to the application, inspection and certification process and use of advisory notes, schedules and Regulation requirements.
- Use of checklists for approvals and inspections
- Implementation of Minister's Taskforce recommendations
- Framing Systems and other related standards
- Diagonal bracing, top and bottom chord bracing, web ties, truss connections and girder brackets, load and non-load bearing walls
- Batten Splicing at critical locations

PRESENTER: Master Builders SA

DURATION: 2 Day course - evening
1 Day course - during the day

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: CITB \$205

Non Member: Non CITB \$315

Non Member: CITB \$295
Non CITB \$405

INCLUDES: Course materials

DELIVERY: 5.30pm - 8.30pm - evening
9.30am - 4.30pm - day course
• EVENING 6/2/18 & 7/2/18
• EVENING 19/6/18 & 20/6/18
• EVENING 16/10/18 & 17/10/18
• DAY COURSE 10/4/18
• DAY COURSE 14/8/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

ROOT CAUSE ANALYSIS

This course will give you the information and tools required to effectively problem solve.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Understand the importance of performing root cause analysis
- Identify the root cause of a problem using the problem solving process
- Understand the application of basic quality tools in the problem-solving process

PRESENTER: Master Builders SA

DURATION: 2 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$60

Non Member: \$120

INCLUDES: Course materials

DELIVERY: 9.00am - 11.00am
• 22/11/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

SAFETY SUPERVISOR

This course covers common building and construction safety and will provide you with in-depth information, flowcharts, checklists and discussion about each of the areas listed below.

You are required to have sufficient skills in reading and writing to successfully complete this course.

Participants who successfully complete the course will be issued with a wallet-sized ticket and a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Responsibilities in safety
- Tool Box meetings
- Electrical temporary supply
- Falls from heights
- Demolition
- Drugs and alcohol
- Traffic management
- Health and safety committees
- SWMS
- Electrical testing and tagging
- Scaffolds
- Excavation and shoring
- Public safety
- Dealing with conflict in safety

PRESENTER: Master Builders SA

DURATION: 6 week course, one afternoon per week

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$555

Non Member: \$640

INCLUDES: Course materials

DELIVERY: 1.00pm - 5.00pm
• 3/4/18 - 1/5/18
• 9/10/18 - 6/11/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

SAFETY SUPERVISOR REFRESHER

In order to stay up-to-date on relevant legislative changes, Safety Supervisors are encouraged to attend a Refresher every three years. This short course will ensure you maintain the knowledge required to perform your role.

You are required to have successfully completed the Safety Supervisor course and will be asked to provide evidence of this training upon enrolment.

Participants who successfully complete the course will be issued with a wallet-sized ticket and a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Review of the Work Health and Safety Act and Regulations
- Changes to the legislation
- Hazard Management
- Consultation
- Manual Handling
- Accident Investigation

PRESENTER: Master Builders SA

DURATION: 4 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: CITB \$100

Non Member: Non CITB \$220

Master Builders SA Member: CITB \$140

Non Member: Non CITB \$260

INCLUDES: Course materials

DELIVERY: 1.00pm - 5.00pm
• 3/4/18
• 9/10/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

SAFE WORK METHOD AND ENVIRONMENTAL STANDARDS

This course will guide you through writing Safe Work Method Statements (SWMS), formerly known as Job Safety Analysis (JSA), in a simple and effective format. It focuses on breaking down the tasks and looking at them from a hazard and environmental management perspective in order to minimise risk.

Meeting procedures for on-site safety (known as Toolbox Meetings) will also be covered.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Work Health & Safety legislation and requirements
- Hazard management
- Writing a SWMS
- Toolbox meetings
- Using the supplied SWMS proforma
- Using the supplied Toolbox Meeting pro forma

PRESENTER: Master Builders SA

DURATION: 4 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: CITB \$120

Non Member: Non CITB \$150

Master Builders SA Member: CITB \$170

Non Member: Non CITB \$200

INCLUDES: Course materials

DELIVERY: 8.30am - 12.30pm
• 11/10/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

SCAFFOLD INSPECTION TRAINING

This course provides you with the necessary information required to ensure your that your scaffold is compliant and is correctly maintained on site.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Understand the importance of performing scaffold inspections
- Identify the various scaffold types and their application in construction
- Understand the application of inspections to ensure compliant scaffolds are maintained on site

PRESENTER: Master Builders SA

DURATION: 2 hours

VENUE: Master Builders SA
Level 1, 47 South Terrace, Adelaide

INVESTMENT:

Master Builders SA Member: \$65

Non Member: \$130

INCLUDES: Course materials

DELIVERY: 9.00am - 11.00am
• 6/2/18

CONTACT: For further information or to enrol online, visit mbasa.com.au/education.

SUPERVISOR TRAINING

This course is tailored for those who are currently in, or about to take over, a supervisory position.

You will gain a valuable insight into management techniques and a better knowledge of people skills and how they can be used to develop an effective supervisory style. The course is ideal for team leaders, supervisors and those who are responsible for the management of site personnel and contractors.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete all of the required assessment activities will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Determining why people behave differently
- Build team development
- Discovering 5 levels of human needs
- Exploring the skill required to be an effective leader
- Setting goals and objectives
- Dealing with conflict within the workplace
- Managing performance and maintaining discipline
- Appraising staff

PRESENTER:	Master Builders SA
DURATION:	2 days
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$410
Non Member:	\$570
INCLUDES:	Course materials
DELIVERY:	9.00am - 4.00pm • 1/10/18 & 2/10/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

Master Builders advises that this course is purely informative and no license is obtained from completing this course.

TENDERING FOR GOVERNMENT CONTRACTS

Tendering for a government contract can be confusing and confronting especially when you have the Government legislative requirements to adhere to. This course will provide you with the necessary information to source your own requirements to ensure your compliance.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Understand how to source information on and tender for local, state and federal government contracts
- Learn what prerequisites are for quality, safety and environmental systems before tendering
- Addressing tender questions

PRESENTER:	Master Builders SA
DURATION:	2 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$60
Non Member:	\$120
INCLUDES:	Course materials
DELIVERY:	9.00am - 11.00am • 24/5/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

THIRD PARTY ACCREDITATION

Any organisation can attain certification for international standards including ISO9001, ISO14001 and AS/NZS4801.

In addition to the immediate benefits that your organisation will experience from better control over its procedures and an overall improved performance, your qualification will also provide your stakeholders with confidence that they are dealing with a reliable organisation.

This session will inform you how to prepare for and plan your transition to third party accreditation by reviewing the elements of the quality, health, safety and environmental (QHSE) standards and investigating how they apply to the day-to-day running of your individual business model.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

PRESENTER:	Master Builders SA
DURATION:	1 day
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$90
Non Member:	\$180
INCLUDES:	Course materials
DELIVERY:	9.00am - 1.00pm • 19/04/18 • 7/6/18 • 6/9/18 • 15/11/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

TIMBER FRAMING CODE

This comprehensive course is considered a most valuable precursor to either of the Certificate IV Building & Construction qualifications and is favoured in licensing applications by Consumer and Business Services (formally known as OCBA).

You will gain a thorough working knowledge of AS 1684.2 2010 Residential Timber Framing Code, ensuring the most appropriate timbers are selected and the right choice of members and construction techniques are made in the design and construction of a building.

Course cost does not include a temporary loan of the National Timber Framing Code- \$200 Deposit required.

You should have sufficient skills in reading, writing and mathematics to successfully complete this course.

You are required to bring a scientific calculator with you.

Participants who successfully complete this course will be issued a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Species selection
- Durability
- Span tables
- Wall framing
- Roof framing
- Bracing
- Tie downs

PRESENTER:	Master Builders SA
DURATION:	11 weeks, 1 evening per week
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$895
Non Member:	\$1065
INCLUDES:	Course materials
DELIVERY:	5.30pm - 8.30pm • 29/1/18 - 9/4/18 • 18/6/18 - 27/8/18 • 17/9/18 - 26/11/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

TRENCHING AND EXCAVATIONS TRAINING

This course is aimed to provide you with the knowledge on trenching and the different soil types in excavation work.

You are required to have sufficient skills in reading and writing along with relevant construction industry experience to successfully complete this course.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Prepare SWMS for excavation and trenching
- Identify soil types and the hazards they present
- Address public safety issues
- Avoid utility strikes
- Identify suitable controls for the mitigation of trench and excavation collapse
- Identify suitable options for safe access and egress

PRESENTER:	Master Builders SA
DURATION:	2 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$60
Non Member:	\$120
INCLUDES:	Course materials
DELIVERY:	9.00am - 11.00am • 25/7/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

UNDERSTANDING BUSINESS FINANCES

Trying to understand accounting and financial business matters can be confusing at times.

This course will give a detailed perspective on understanding business finances and how they relate to your business.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Demystifying the accounting processes and what accountants do
- Preparation of financial reports including the profit and loss statement, the balance sheet and cash flow statements
- Analysing and interpreting financial statements
- Creating and interpreting a budget
- Comparing and analysing results against budgets
- Applying appropriate measures for controlling costs
- Delivering a performance review of financial statements
- Collecting, applying and paying GST
- Understanding how income tax is applied to people and businesses
- Understanding how the Australian Taxation Office will assess your liability

PRESENTER:	Master Builders SA
DURATION:	1 day or 2 evening sessions
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	\$130
Non Member:	\$260
INCLUDES:	Course materials
DELIVERY:	Day course 9.00am - 4.00pm Evening sessions 5.30pm - 8.30pm • 20/2/18 • 15/5/18 • 17/7/18 • 16/10/18 • EVENING 6/3/18 - 13/3/18 • EVENING 4/9/18 - 11/9/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

WET AREA WATERPROOFING - INTERNAL

This course will guide you through writing Safe Work Method Statements (SWMS), formerly known as Job Safety Analysis (JSA), in a simple and effective format. It focuses on breaking down the tasks and looking at them from a hazard and environmental management perspective to minimise risk.

Meeting procedures for on-site safety (known as Toolbox Meetings) will also be covered.

Your course fee includes SWMS and Toolbox meeting pro formas provided as a Word document on a USB stick.

Participants who successfully complete the course will be issued with a Certificate of Attendance.

TOPICS COVERED INCLUDE

- Work Health & Safety legislation and requirements
- Hazard management
- Writing a SWMS
- Toolbox meetings
- Using the supplied SWMS pro forma
- Using the supplied Toolbox Meeting pro forma

PRESENTER:	Master Builders SA
DURATION:	4.5 hours
VENUE:	Master Builders SA Level 1, 47 South Terrace, Adelaide
INVESTMENT:	
Master Builders SA Member:	CITB \$90 Non CITB \$150
Non Member:	CITB \$125 Non CITB \$185
INCLUDES:	Course materials
DELIVERY:	8.30am - 1.00pm • 1/2/18 • 10/5/18 • 23/8/18 • 29/11/18
CONTACT:	For further information or to enrol online, visit mbasa.com.au/education .

CANCELLATION/TRANSFER POLICY FOR COURSES

OUR ENROLMENT POLICY

1. All transfers or cancellations must be in writing to Master Builders SA's Education Department, preferably on the "Student transfer/cancellation form" which is available through Master Builders SA reception or can be sent on request. It is the responsibility of the participant to confirm that their written transfer/cancellation has been received by the Master Builders SA's Education Department.
2. A full refund will be given if you advise the Education Department you wish to withdraw from the course prior to the course commencement date.
3. A 50% refund will be given if you withdraw for reasons of personal circumstances beyond your control. Submit any supporting documentation with the withdrawal form to your program within one week. Master Builders SA will accept supporting documents including medical certificates and written verification of changes of employment from your employer, at the sole discretion of Master Builders SA. Acceptable reasons may include:
 - sickness (verified by a medical certificate)
 - change of employment hours or location (verified by employer)

Types of supporting documentation:

- Medical certificate
 - Written verification of change of employment commitment from your employer
4. If student needs to transfer class, they must advise the Education department prior to course commencement for a full refund to be considered.
 5. Participants who do not transfer or cancel their enrolment and/or fail to attend the course for which they are enrolled will remain liable for the appropriate Member/ Non-Member, CITB eligible/ineligible fee as detailed in the current course calendar.
 6. The Master Builders SA reserves the right to cancel any initiative or postpone it to an alternative date. All registered participants affected by such postponement will receive a full refund or be offered the opportunity to transfer to the next available course.
 7. Certificate of Attendance and Cards, including results, will only be issued on receipt of the full invoiced fee and the condition the Master Builders SA member has no outstanding debt with the Association that is greater than 30 days.
 8. Where a participant is enrolled under the Company's Master Builders SA membership, responsibility for any cancellation penalties remains with the Master Builders SA member.
 9. This policy and other relevant education information is available in the "Participant Handbook". Refer to www.mbsa.com.au.

Thank you for choosing Master Builders SA as your education provider.

ENROLMENT:

- To enrol in a course, please complete the online enrolment form available www.mbsa.com.au.
- Ensure you have completed ALL mandatory fields (indicated by *) and that you have provided the participant's FULL legal name.
- The participant must sign and date the second page where indicated.
- The declaration must be signed in acceptance of the Cancellation/Transfer policy and must be signed by an authorised Company representative where an enrolment is made on behalf of a staff member. The name on the declaration must be the person who has signed.
- Incomplete enrolment forms cannot be processed.
- Enrolments cannot be taken over the phone.



If you have a function, seminar, meeting or training course, our well-equipped training rooms are available for hire at very competitive rates.

Room hire includes the use of:

- Tea and coffee facilities
- Note paper and pens
- Trainer/presenter laptop
- Lectern
- Whiteboards
- Data projector

ROOM HIRE RATES:

VENUE	ROOM USE	SEATING (MAX)	COST MEMBERS*	COST NON-MEMBERS*
Training Room 1	Training/Seminar	40 with desks (80 with chairs only)	\$295 full day \$205 half day	\$350 full day \$260 half day
Training Room 2	Training/Meeting	20 with desks (40 with chairs only)	\$225 full day \$155 half day	\$285 full day \$205 half day
Training Room 3	Training/Meeting	20 with desks (40 with chairs only)	\$225 full day \$155 half day	\$285 full day \$205 half day
Long Room	Meeting	15 at boardroom table	\$125 full day \$75 half day	\$180 full day \$130 half day
	Laptop Computers	10	\$400 full day \$300 half day	\$450 full day \$400 half day

*All prices exclude GST

Please ask for a Master Builders SA Training room hire form available from the Education Department reception.

We can arrange other materials and catering as required at additional cost.

Please phone us on (08) 8211 7466 or email education@mbsa.com.au for further information.

We hope the following links will help your business with its training and operational needs.

Please do not hesitate to contact us on 8211 7466 if we can be of any further assistance.

AUSTRALIAN APPRENTICESHIPS

australianapprenticeships.gov.au

Information on apprenticeships, traineeships, Australian Government incentives, Tool Allowance, apprentice allowances and contact details for your nearest Australian Apprenticeships Centre (AAC).

CONSTRUCTION INDUSTRY TRAINING BOARD (CITB)

citb.org.au

Phone: 8172 9500

Location: 5 Greenhill Road, Wayville

Apply for or refresh your CITB number, apprentice funding information, Doorways 2 Construction, careers information.

DEPARTMENT FOR ENVIRONMENT, WATER, HERITAGE & THE ARTS

environment.gov.au

Information about the Australian Government's Energy Efficient Homes Package, Green Start, National Waste Policy, Water Policy.

CONSUMER AND BUSINESS SERVICES (OCBS FORMERLY KNOWN AS OCBA)

cbs.sa.gov.au

Phone: 8204 9644

Location: Level 3, Chesser House 91 - 97 Grenfell St, Adelaide

(Regional locations serviced through Service SA branches)

SA Building Work Contractor Licensing and Registration applications, requirements and information.

SAFEWORK SA

safework.sa.gov.au

Phone: 1300 365 255

Location: Level 4, World Park A 33 Richmond Road, Keswick (Coffey building)

Email: help@safework.sa.gov.au

ARE YOU ELIGIBLE FOR CITB FUNDING?

If you are an eligible worker, you may qualify for a training subsidy to help with the cost of your training. Go to www.citb.org.au and register for your CITB ID card for discounted access to more than 600 short courses.

On receipt of a completed enrolment form and payment, your enrolment will be processed and a confirmation letter detailing course dates, times and location will be mailed to you.

NOTE: Please ensure you read the confirmation carefully and advise us immediately of any amendments.

Payment:

- In order to claim the CITB Eligible rate, a valid CITB number must be available for us to claim at the time of enrolment. Where a valid CITB number is not provided, the full CITB Ineligible rate will be charged.
• The CITB number provided must belong to the individual participant - you cannot use another person's or company's CITB number. (We encourage you to visit the CITB website - www.citb.org.au - to verify your details)
• Payment must be received prior to course commencement. We are unable to confirm your place in the course without payment.
• Payment can be made by cash, EFT, eftpos, credit card or cheque. Cheques should be made out to Master Builders (SA) and must be received at least five (5) working days prior to course commencement.

Please note that prices and course dates shown in this publication are subject to change without notice, however you will be advised prior to your enrolment being processed.

Lined area for taking notes.



MASTER BUILDERS ASSOCIATION OF SA INC.
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