



MASTER BUILDERS
SOUTH AUSTRALIA

Your pathway to success in the
building and construction industry

INDUSTRY READY TRAINING CALENDAR

**JUL-DEC
2019**

STUDY WITH MASTER BUILDERS SA

Study at SA's number one education provider for the building and construction industry and set your sights on expanding your career in the modern world of construction, which is fast becoming a complex and highly organised global business.

Every build project is different, with new challenges all the time in planning, design, construction, and environmental issues. There are large capital investments, sophisticated construction techniques, a highly skilled labour force, and constantly evolving information technology systems to integrate into your business to ensure you are staying on top of your game and remaining competitive in a constantly changing business and industry environment.

The construction industry is rapidly changing, with bigger and more technically complex buildings being built and a digital revolution underway. These challenges mean that this is a dynamic and exciting industry to work in.

At Master Builders SA, we develop our educational offerings with input from industry. Participants are taught by building and construction professionals with industry associations coupled with strong educational backgrounds to develop industry-savvy graduates from our programs. Our courses will help build your future, shaping your career/business options in many areas including:

- Technical
- Business
- Work, Health & Safety

Please do not hesitate to contact our Education Team on **8211 7466** should you have any questions.

Ian Markos
CEO, Master Builders SA

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LICENSING & TICKETS

MASTER BUILDERS SA CONTRACTORS LICENSING COURSE (ONLINE OPTION AVAILABLE)

This course is designed for those who are preparing to apply for their Building Work Contractor's Licence. Recognised by Consumer & Business Services this course satisfies the training requirement of the Building Work Contractor's Licence. It is an intensive four day course taught over two weekends which will allow you to apply for your license as soon as possible.

TOPICS COVERED INCLUDE

Legal Requirements and the Building and Construction Industry

This unit will provide you with a broad overview of legal and administrative requirements affecting the operation of a small business in the building industry. Industrial law, taxation law and insurance are all covered in this comprehensive course.

Managing Small Business Finance in the Building and Construction Industry

This unit is designed to give you the necessary skills to project profits and develop your own financial plan for your business. Covering the three main aspects of financial planning – planning for profit, planning the financial structure of your business and planning for cash flow. Specific topics include:

ADDITIONAL INFORMATION

Participants who attend this course will be issued with a Certificate of Accreditation.

This course has been approved as meeting the qualification and experience requirements of section 9(1) (a)(ii) and section 9(2)(c) of the Building Work Contractors Act 1995 (the Act). The course will also be accepted for the business qualification requirements for plumbing, gas fitting and electrical contractors' licences along with security and investigation agents' licences. As approved under the Government of South Australia, Consumer & Business Services.

COURSE ENTRY REQUIREMENTS

You must have sufficient skills in reading and writing English to successfully complete this course. Translators will not be allowed to attend the course. If you require support with literacy or language, please let us know prior to commencing the course. Refunds will not be provided to those who are assessed by the trainer as not meeting the required language and literacy skills.

This course requires applicants to undertake a Language Literacy Numeracy (LLN) assessment. Course outcomes are set to meet the Building and Construction Industry LLN expectations.

Participants in this course must meet the required LLN expectations to be able to commence. You can refer to the Master Builders Language Literacy Numeracy (LLN) policy on our website.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

COST (INC. GST)

\$200.00 Master Builder Member/CITB eligible*
\$580.00 Master Builder Member
\$620.00 Non Member/CITB eligible*
\$1,000.00 Non Member

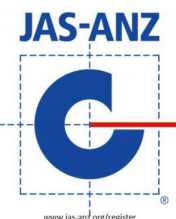
DURATION

26 hours contact time delivered over 4 days + external reading and assessments

DATE & TIME

9.30am - 4.00pm

- 13/07/2019 - 21/07/2019 (Saturdays & Sundays)
- 10/08/2019 - 18/08/2019 (Saturdays & Sundays)
- 14/09/2019 - 22/09/2019 (Saturdays & Sundays)
- 12/10/2019 - 20/10/2019 (Saturdays & Sundays)
- 09/11/2019 - 17/11/2019 (Saturdays & Sundays)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

MASTER BUILDERS SA CERTIFICATE IN RESIDENTIAL BUILDING & CONSTRUCTION

Certified by Master Builders SA

Components of this program satisfies the business criteria for a Building Work Contractor's License (Class 1 and 10) and/or Building Work Supervisor Registration.

For a full summary of the requirements relating to licensing and registration, please visit www.cbs.sa.gov.au

This Certificate covers building theory and practical activities related to low rise buildings. As you complete each module you will develop specialist skills and knowledge in areas such as interpretation of the National Construction Code and related standards, quantities take off, estimating, scheduling, construction technology, Work Health and Safety, site supervision, cost control and business management.

Assessment tasks range from work related activities through to structured research projects and written questions.

PREREQUISITES

Participants must have relevant construction industry experience to successfully complete this Certificate.

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

Participants enrolling in the Certificate will undertake an interview to assess your knowledge and level of literacy.

Master Builders SA courses are designed to reflect the language, literacy and numeracy (LLN) skill level required for the performance of the tasks in the workplace and will not exceed these expectations. Care is taken not to employ assessment strategies that rely on numeracy and literacy skills where they are not intrinsically required.

Where a participant is unable to demonstrate proficiency in LLN to industry expectations Master Builders SA will refer the course applicant to services that may be able to assist them. Master Builders SA is not able to provide direct LLN support to participants in its courses.

Having a White Card is a mandatory requirement for the building and construction industry and will need to be presented to Master Builders SA prior to the issuing of either the Certificate of Completion for each module.

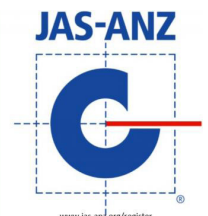
TOPICS COVERED INCLUDE

- Legal requirements and the Building and Construction Industry*
- Managing Small Business Finance in the Building and Construction Industry*
- Construction of Buildings – Residential
- Understanding the Meaning of Contracts
- Wet Area Waterproofing
- Roof Trusses
- Building Codes & Standards
- Timber Framing Code
- Understanding Licensing & Approvals
- Estimating and Stock Control
- Manager and Supervisor Training
- Safety Supervisor and WHS management
- Site Administration



Recognised with Consumer & Business Services for the purpose of building licence applications

Appropriate recognition of prior training and experience is available for modules in this Certificate.



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WHITE CARD

Master Builders SA is able to assist participants in obtaining a White Card via a Registered Training Organisation.

The course covers the requirements of current National and State legislation for induction into the building and construction industry. This is a mandatory requirement for all persons working on a building or construction site. The White Card is a nationally accepted card which will allow you to work on any building and construction site in Australia.

UNITS OF COMPETENCY

- CPCCWHS1001 Prepare to work safely in the construction industry

PRE-ENROLMENT INFORMATION

You must have sufficient skills in reading and writing English to successfully complete this course. Translators will not be allowed to attend the course. If you require support with literacy or language, please let us know prior to commencing the course. Refunds will not be provided to those who are assessed by the trainer as not meeting the required language and literacy skills.

You will also need to provide a valid Unique Student Identifier (USI). Please visit www.usi.gov.au for more information.

Upon attending the course, you must provide Government issued photo ID (driver's licence, passport, proof of age). If you feel you do not hold sufficient ID, please contact the Education Department prior to attending.

FINAL COMPLETION

Participants who successfully complete the course will be issued with a White Card and a Statement of Attainment.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

6.5 hours

COST (INC. GST)

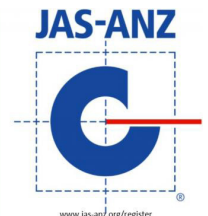
\$120.00 Master Builder Member
\$140.00 Non Member

DATE & TIME

8.30am to 3.00pm

- 04/09/2019 (Wednesday)
- 09/10/2019 (Wednesday)
- 16/10/2019 (Wednesday)
- 06/11/2019 (Wednesday)
- 11/12/2019 (Wednesday)

* CITB eligible rebate will be removed as of 30th September 2019. From the 1st October 2019 only a Master Builders Member and Non-member rate will apply.



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TECHNICAL COURSES

BUILDING INSPECTION & REPORT WRITING

This course gives participants the background knowledge and 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 is a way to capitalise on your building and construction knowledge and experience and provide additional 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.

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

PREREQUISITES

Participants are required to hold an AQF level 3 or above qualification in a related building and construction area.

Have access to the NCC - Class 1 + Class 10 building and hold sufficient skills in reading + writing.

ADDITIONAL INFORMATION

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

Please note: This course is purely informative and does not result in the issuance of a ticket or licence.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

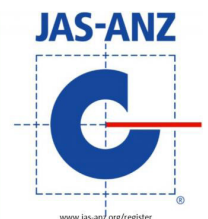
2 full days (7 hours per day)

COST (INC. GST)

\$645.00 Master Builder Member/CITB eligible*
\$775.00 Master Builder Member
\$1,270.00 Non Member/CITB eligible*
\$1,400.00 Non Member

DATE & TIME

9.30am to 4.30pm
• 23/10/2019 (Wednesday)



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BUILDING WITH LIGHT GAUGE STEEL

In this course you will gain valuable knowledge in the development of construction skills and technical know-how using Light Gauge Steel (LGS)

This course has been developed for any carpenter trades that would like to be upskilled in steel framing as well as any Site Supervisors or Construction Managers who would like be informed about working with LGS.

TOPICS COVERED INCLUDE

- Fundamentals of Working with LGS Framing;
- Accessories, Tools, Fastenings and Frame Fixing;
- Implications, Considerations, Preparation and Management of Follow-On Trades;
- Changes on Site and Troubleshooting;
- Compliance; and
- Carpenter Upskilling - Working with LGS.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

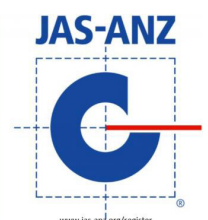
12 hours (1 evening per week for 4 weeks)

COST (INC. GST)

\$210.00 Master Builder Member/CITB eligible*
\$430.00 Master Builder Member
\$260.00 Non Member/CITB eligible*
\$480.00 Non Member

DATE & TIME

5.30pm to 8.30pm
• 02/09/2019 (Monday)



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CLADDING: CONFORMANCE, PERFORMANCE, OPPORTUNITY

This seminar will address the use of inappropriate external cladding materials which have been installed on a number of high-rise buildings that have been identified as a major contributing factor to substantial fires which have occurred in Australia, the United Kingdom, China and the Gulf region.

These fires have resulted in the overwhelming need for amendments to Volume One of the 2016 edition of the National Construction Code covering the background and providing an overview of this amendment.

Presenter John Clampett has been involved in the fire industry in Australia for over 40 years. Within that time John has been a professional fire fighter and had senior positions with the Melbourne Metropolitan Fire Brigade, the Australian Building Codes Board, the Building Research Association of New Zealand, CSIRO, Crown Entertainment Complex and Norman Disney and Young. John is also a registered building surveyor and has his own consulting company.

Presenter Homeira Aryanpad is a Chartered Professional Engineer with a Civil Engineering degree from Adelaide University. She has over 25 years of experience as an engineer in the building industry mainly within the manufacturing field as well as consultancy - specifically in the design and construction of airports.

TOPICS COVERED INCLUDE

- Address the use of inappropriate external cladding materials;
- Present the diverse means of facilitating the use of appropriate cladding materials;
- Provide a sneak preview of a new unique online tool which will assist architects and designers shortlist suitable claddings in accordance with NCC section C; and
- Clarify the distinction between products affected by the amendment to Volume One and other cladding products.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

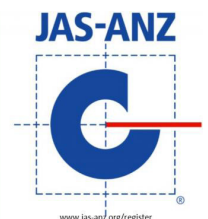
1.5 hours

COST (INC. GST)

FREE Master Builder Member
\$49.50 Non Member

DATE & TIME

5.30pm to 7.00pm
• 31/10/2019 (Thursday)



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CERTIFICATE OF OCCUPANCY

In 2019, the state government passed legislation requiring all new dwellings built in South Australia to be issued with Certificate of Occupancies prior to the building being occupied. This course will examine the relevant documentation to be submitted to councils prior to handover and the issues builders face on site to ensure compliance.

This course will present on how to interpreting approved documentation and list the regulations builders need to satisfy.

TOPICS COVERED INCLUDE

- Understanding Certificate of Occupancy templates
- Recognise working drawings and their purpose
- Identify Australian Standards nominated in building specifications
- Apply licensing requirements for building sign-offs

PREREQUISITES

Participants are required to have relevant construction industry experience to successfully complete this course.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

3 hours

COST (INC. GST)

\$145.00 Master Builder Member/CITB eligible*
\$175.00 Master Builder Member
\$320.00 Non Member/CITB eligible*
\$350.00 Non Member

DATE & TIME

1.00pm to 4.00pm
• 18/09/2019 (Wednesday)
• 11/11/2019 (Monday)



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NON-CONFORMING PRODUCTS - ONLINE

Over the last five years a number of non-conforming products have entered the Australian building market with disastrous results. A number of steps have been implemented by both federal government and state government to help prevent future catastrophic events occurring in Australia. This course will teach participants what non-conforming products look like and the actions our governments have undertaken over the last two years to protect the consumer.

TOPICS COVERED INCLUDE

- The meaning of compliance and conformance
- Builder's responsibilities
- Government actions
- Documentation requirements

ADDITIONAL INFORMATION

Participants who complete this course and complete the assessments successfully will be issued with a Certificate of Completion.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

COST (INC. GST)

FREE Master Builder Member
\$49.50 Non Member

DURATION

Course is available to enrolled participants for 6 months from date of enrollment.

DATE & TIME

Master Builders SA's Online Training Platform



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PRE-EXCAVATION MANAGEMENT

The course gives you an understanding of the requirements and regulatory obligations of locating and identifying subsurface utilities on construction sites where excavation work is due to be carried out.

The course will inform participants of their legislative obligations under AS5488 and will give you the techniques and procedures that will enable you to make an informed judgement before undertaking any excavation.

TOPICS COVERED INCLUDE

- Legal obligations;
- Reasons for damage causes;
- Consequences;
- Reading and understanding plans;
- Understanding the Australian Standard AS5488;
- Where to find certified locations;
- Certified Locators;
- PEX Chart; and
- The Five P's of safe excavation.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

4 hours

COST (INC. GST)

\$265.00 Master Builder Member/CITB eligible*
\$345.00 Master Builder Member
\$295.00 Non Member/CITB eligible*
\$375.00 Non Member

DATE & TIME

4.30pm to 8.30pm
• 10/10/2019 (Thursday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

ROOF TRUSSES

Building Work Supervisors are required to undertake this course as a result of the Minister's Truss Taskforce and the Development (Trusses) Variation Regulations 2010 under the Development Act.

The course includes information on the Development Act powers of entry, expiation notice process and mandated approval and inspection requirements.

It also 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.

Please Note: Building Work Supervisors must be registered with Consumer and Business Services. Other participants such as Certifiers, Local Government Inspectors, Trades and Designers have no prerequisites.

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

ADDITIONAL INFORMATION

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

LOCATION Master Builders SA Level 1, 47 South Terrace, Adelaide	DURATION 6 hours (2 consecutive evenings)
COST (INC. GST) \$195.00 Master Builder Member/CITB eligible* \$315.00 Master Builder Member \$285.00 Non Member/CITB eligible* \$405.00 Non Member	DATE & TIME 5.30pm to 8.30pm • 30/07/2019 (Tuesday) • 24/09/2019 (Tuesday) • 03/12/2019 (Tuesday)



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TIMBER FRAMING CODE

This comprehensive course is a valuable precursor to all of the Certificate IV Building & Construction qualifications and is considered to be favourable in licensing applications by Consumer and Business Services.

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.

TOPICS COVERED INCLUDE

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

ADDITIONAL INFORMATION

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

Please note: Participants also require a scientific calculator in order to undertake this course (not supplied)

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

COST (INC. GST)

\$405.00 Master Builder Member/CITB eligible*
\$895.00 Master Builder Member
\$1,100.00 Non Member/CITB eligible*
\$1,600.00 Non Member

DURATION

24 hours (1 evening per week for 8 weeks + external reading and assessments)

DATE & TIME

5.30pm to 8.30pm
• 08/10/2019 (Tuesday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

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 learn installation methods, treatment, product application and best practice.

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

ADDITIONAL INFORMATION

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

Please note: This course is purely informative and does not result in the issuance of a ticket or licence.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

3 hours

COST (INC. GST)

\$120.00 Master Builder Member/CITB eligible*
\$180.00 Master Builder Member
\$240.00 Non Member/CITB eligible*
\$300.00 Non Member

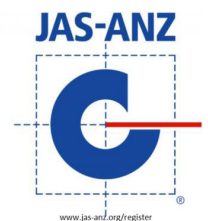
DATE & TIME

5.30pm to 8.30pm
• 21/08/2019 (Wednesday)
• 27/11/2019 (Wednesday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

WORK HEALTH & SAFETY



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PROVIDE FIRST AID - 1 DAY

HLTAID001 Provide cardiopulmonary resuscitation

HLTAID002 Provide basic emergency life support

HLTAID003 Provide first aid

(St John Reference: PFA141)

COURSE DURATION: 1 day

The aim of this course is to provide the necessary skills and knowledge to sustain life, reduce pain and minimise the consequences of injury or sudden illness until professional help arrives. This course is reliant on either pre-learning or existing prior knowledge of current first aid practices.

Please note: it is an assessment requirement of this course that the participant be able to competently perform two minutes of continuous adult CPR on the floor.

PROVIDE FIRST AID EXPRESS

HLTAID001 Provide cardiopulmonary resuscitation

HLTAID002 Provide basic emergency life support

HLTAID003 Provide first aid

St John Reference: PFAX16

COURSE DURATION: 6 hours

This assessment only course is aimed at health care professionals, experienced first aiders and those wanting a first aid refresher course. It ensures the participants hold the necessary skills and knowledge to sustain life, reduce pain and minimise the consequence of injury or sudden illness until medical aid arrives.

Please note: it is an assessment requirement of this course that the participant be able to competently perform two minutes of continuous adult CPR on the floor.

PROVIDE CARDIOPULMONARY RESUSCITATION (CPR)

(St John Reference: CPR14)

COURSE DURATION: 3 hours

This CPR course provides the knowledge and skills required to maintain life in an unconscious patient until medical aid arrives.

Please note: it is an assessment requirement of this course that the participant be able to competently perform two minutes of continuous adult CPR on the floor.

MENTAL HEALTH FIRST AID COURSE

St John Reference: MHFA152 COURSE DURATION: 2 days = 14 hours (including breaks)

09:00 - 16:00hrs each day

The 2 day Mental Health First Aid course teaches adults (18 years and over) how to provide initial support to adults who are developing a mental illness or experiencing a mental health crisis. The course curriculum is based on the Mental Health Guidelines and is accredited by Mental Health First Aid Australia.

FOR MORE INFORMATION, PLEASE VISIT

WWW.STJOHNSA.COM.AU

OR CALL 1300 785 646.

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 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 licenced and is outside the scope of this course.

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

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

4 hours

COST (INC. GST)

\$170.00 Master Builder Member/CITB eligible*
\$230.00 Master Builder Member
\$340.00 Non Member/CITB eligible*
\$400.00 Non Member

DATE & TIME

9.30am to 1.30pm
• 15/10/2019 (Tuesday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

ISO INTEGRATED QUALITY MANAGEMENT SYSTEMS

This course provides you with the opportunity to learn from ATLAS Certification, an industry specialist in ISO Certification. In this course you will learn Risk Management through the implementation of efficient business systems.

As a member of Master Builders SA you have access to the Master Suite which functions as your link to Quality, Safety and Environmental management systems and documentation (all document controlled) and aligned with ISO 9001:2016 AS/NZS 4801 ISO 45001:2018 and ISO 14001:2015, it contains:

- Integrated Management Systems (IMS) Manual, Quality Manual, WHS Manual
- Management plans for Quality, WHS and Environmental
- All supporting QHSE
 - Policies
 - Procedures
 - Forms
 - WMS and SWMS
 - SOP's and SWI's

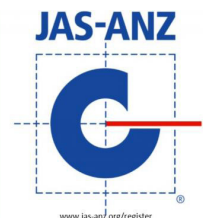
TOPICS COVERED INCLUDE

- The structure of ISO-based Management Systems (Plan-Do-Check-Act/Continuous Improvement);
- Understanding of the pathway to Certification (steps & processes);
- The ability to set SMART objectives in line with the requirements of the relevant Standards (Quality, Environment and/or Safety);
- A methodology to identify hazards, assess risk exposure and determine suitable control measures to reduce these risks;
- An understanding of requirements and processes for incident/complaint investigation, root cause determination and definition of Corrective Actions to prevent recurrence;
- An understanding of the requirements relating to Internal Auditing of the Management System; and
- The ability to schedule, conduct and record Management Reviews.
- An opportunity to ask specific questions to an ISO-certification Auditor (Quality, Environment and Safety).

ADDITIONAL INFORMATION

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

LOCATION Master Builders SA Level 1, 47 South Terrace, Adelaide	DURATION 7 hours
COST (INC. GST) \$400.00 Master Builder Member/CITB eligible* \$530.00 Master Builder Member \$550.00 Non Member/CITB eligible* \$680.00 Non Member	DATE & TIME 9.00am to 4.00pm • 22/10/2019 (Tuesday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

SAFETY SUPERVISOR & WHS MANAGEMENT

This course is an overview of common building and construction safety issues. You will be provided with in-depth information, flowcharts, checklists and discussion about topics such as drugs and alcohol, scaffolding, electrical testing, demolition and excavation.

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

ADDITIONAL INFORMATION

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

Please note: This course is purely informative and does not result in the issuance of a ticket or licence.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

16 hours (1 afternoon per week for 4 weeks)

COST (INC. GST)

\$295.00 Master Builder Member/CITB eligible*
\$555.00 Master Builder Member
\$850.00 Non Member/CITB eligible*
\$1,100.00 Non Member

DATE & TIME

1.00pm to 5.00pm
• 06/08/2019 (Tuesday)
• 28/10/2019 (Monday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

SAFE WORK METHOD STATEMENTS

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 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.

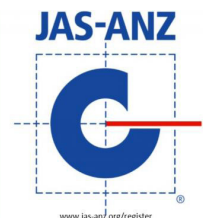
TOPICS COVERED INCLUDE

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

ADDITIONAL INFORMATION

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

LOCATION Master Builders SA Level 1, 47 South Terrace, Adelaide	DURATION 4 hours
COST (INC. GST) \$150.00 Master Builder Member/CITB eligible* \$180.00 Master Builder Member \$230.00 Non Member/CITB eligible* \$260.00 Non Member	DATE & TIME 8.30am to 12.30pm • 01/08/2019 (Thursday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019



BUILDING RELATED

BUILDING CODES & STANDARDS - RESIDENTIAL

If you want to obtain a Building Work Supervisor's Licence as a general builder for residential construction work up to three-storeys, this course is an ideal starting point.

TOPICS COVERED INCLUDE

- Accessing and interpreting the National Construction Code and relevant Australian standards
- Analysing and applying a range of solutions to a construction problem for compliance with the Building Code of Australia
- Applying fire protection requirements

PREREQUISITES

Participants must have relevant construction industry experience.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

COST (INC. GST)

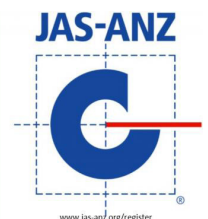
\$270.00 Master Builder Member/CITB eligible*
\$350.00 Master Builder Member
\$620.00 Non Member/CITB eligible*
\$700.00 Non Member

DURATION

6 hours 12 hours (2 consecutive evenings + external reading and assessments)

DATE & TIME

5.30pm to 8.30pm
• 07/08/2019 (Wednesday)
• 01/10/2019 Tuesday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

CONSTRUCTION OF BUILDINGS

This course covers common building techniques and structural engineering practices used in the erection or demolition of low-rise residential structures and includes content on footings, framing and cladding.

TOPICS COVERED INCLUDE

- Identifying types of drawings and their purpose
- Commonly-used symbols and abbreviations
- Locating and identifying key features on a site plan and drawing
- Identifying non-structural aspects of the specifications

PREREQUISITES

Participants must have relevant construction industry experience to successfully complete this course.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

COST (INC. GST)

\$190.00 Master Builder Member/CITB eligible*
\$350.00 Master Builder Member
\$540.00 Non Member/CITB eligible*
\$700.00 Non Member

DURATION

12 hours (1 evening a week for 4 weeks + external reading and assessments)

DATE & TIME

5.30pm to 8.30pm
• 30/10/2019 (Wednesday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

ESTIMATING & STOCK CONTROL

This course examines the requirements for establishing costs associated with the acquisition of materials and labour, analysing and calculating overheads to establish estimated costs and set profit margins. Calculating builders' quantities and 'take-off principles' are discussed along with labour costing rates.

TOPICS COVERED INCLUDE

- General construction technology terms and methods
- Estimating, purchasing and record flow
- Applying stock control principles
- Quality concepts and quality assurance systems
- Organisational skills
- Identify and produce estimated costs for building and construction projects
- Produce labour and material schedules for ordering
- Select, procure and store construction materials for low-rise projects

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

18 hours (1 evening per week for 6 weeks)

COST (INC. GST)

\$190.00 Master Builder Member/CITB eligible*
\$350.00 Master Builder Member
\$540.00 Non Member/CITB eligible*
\$700.00 Non Member

DATE & TIME

5.30pm to 8.30pm
• 06/08/2019 (Tuesday)



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UNDERSTANDING LICENSING AND APPROVALS

This course will examine the development approval process and the documentation required to obtain both planning and building consent. We will present on reading and interpreting building plans for new constructions, and determine how compliance is achieved in accordance with applicable legislation and licensing conditions.

TOPICS COVERED INCLUDE

- Overview of the development approval process
- Recognise working drawings and their purpose
- Identify Australian Standards nominated in building specifications
- Apply licensing requirements for building sign-offs

PREREQUISITES

Participants must have relevant construction industry experience to successfully complete this course.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

6 hours (2 consecutive evenings)

COST (INC. GST)

\$220.00 Master Builder Member/CITB eligible*
\$350.00 Master Builder Member
\$570.00 Non Member/CITB eligible*
\$700.00 Non Member

DATE & TIME

5.30pm to 8.30pm
• 17/09/2019 (Tuesday)



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CONTRACT AND SITE MANAGEMENT

CONTRACT MANAGEMENT - WHEN IT ALL GOES PEAR SHAPED

Whether you are a contractor or a subcontractor, the chances are that one day, you will wish you could get out of a contract. Sometimes this occurs because you are not getting paid. In other cases, it might be that you are unhappy with the work that has been done by a subcontractor and you need them off the site. Ending the contract early is a risky business and requires careful attention to the terms of the contract.

Time bar clauses are the bugbear of project managers. Not only do you have to build the project, you have to look out for those clauses that require you to send notices within short time periods or face the possibility of being denied the variation or extension of time that you should be getting. We look at whether these clauses bite and how to deal with them.

TOPICS COVERED INCLUDE

• When it all goes pear shaped

- Sending a notice to show cause
- Answering a notice to show cause
- What grounds do I have for terminating a contract early?
- Interpreting termination clauses
- Delay in terminating
- Remedies for wrongful termination
- Damages after termination
- Frustration of the contract

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

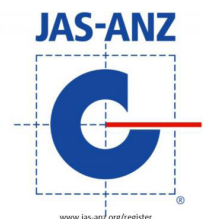
3 hours

COST (INC. GST)

\$100.00 Master Builder Member/CITB eligible*
\$150.00 Master Builder Member
\$250.00 Non Member/CITB eligible*
\$300.00 Non Member

DATE & TIME

5.30pm to 8.30pm
• 18/09/2019 (Wednesday)



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SITE ADMINISTRATION

This course examines the administration of claims and payments, communications and record keeping requirements for supervising a construction project. The use and scheduling of human and physical resources is explored as well as the responsibilities of the team leader/supervisor.

TOPICS COVERED INCLUDE

- Roles of site managers and supervisors
- Site responsibilities of various personnel on a worksite
- Local council requirements
- Establishing building sites
- Purchasing and record flow
- Quality assurance systems
- Organisational skills

ADDITIONAL INFORMATION

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

Please note: This course is purely informative and does not result in the issuance of a ticket or licence.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

20 hours (1 evening per week for 5 weeks)

COST (INC. GST)

\$575.00 Master Builder Member/CITB eligible*
\$735.00 Master Builder Member
\$680.00 Non Member/CITB eligible*
\$840.00 Non Member

DATE & TIME

3.00pm to 7.00pm
• 31/10/2019 (Thursday)



While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

UNION RIGHT OF ENTRY

Union officials have statutory rights of entry under the Fair Work Act 2009 (Cth) and the Work Health and Safety Act 2012 (SA) to enter worksites for certain purposes. It is important for site occupiers and employers to understand their rights and obligations in respect of union right of entry on worksites, before entries occur. A failure to comply with right of entry laws can result in prosecutions and significant financial penalties.

This course explains the rights and obligations of site occupiers and union officials and provides practical suggestions for site occupiers to deal with union entries when they occur.

This course is presented by Sam Condon, Director, Workplace Relations at Master Builders SA. Sam is an experienced workplace relations lawyer who has practised exclusively in workplace relations law for over 10 years. Sam provides pragmatic advice to employers on all workplace relations matters and represents employers in employment related disputes.

TOPICS COVERED INCLUDE

- Right of entry under the Work Health and Safety Act 2012 (SA);
- Right of entry under the Fair Work Act 2009 (Cth);
- Consequences for non-compliance;
- Lessons from the case law; and
- Practical suggestions for dealing with union right of entry.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

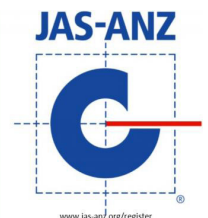
2 hours

COST (INC. GST)

\$120.00 Master Builder Member/CITB eligible*
\$150.00 Master Builder Member
\$270.00 Non Member/CITB eligible*
\$300.00 Non Member

DATE & TIME

8.30am to 10.30am
• 22/10/2019 (Tuesday)



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PEOPLE RELATED

BULLYING AND HARASSMENT IN THE WORKPLACE

Workplace bullying and harassment can have significant consequences and financial implications for employers. It is essential for employers to take steps to eliminate or minimise the risk of bullying and harassment from occurring, and to understand what to do when complaints or claims are made.

This session will help employers understand the risks associated with bullying and harassment, and provide practical steps that employers can take to minimise the risk of bullying and harassment claims.

This course is presented by Sam Condon, Director, Workplace Relations at Master Builders SA. Sam is an experienced workplace relations lawyer who has practised exclusively in workplace relations law for over 10 years. Sam provides pragmatic advice to employers on all workplace relations matters and represents employers in employment related disputes.

TOPICS COVERED INCLUDE

- Workplace bullying – what it is and examples of behaviours;
- Reasonable management action;
- Harassment and Sexual Harassment;
- Discrimination;
- Risks including 'stress' claims, 'stop bullying' applications; unfair dismissal, etc.;
- Lessons from the case law;
- Obligations under work, health and safety laws; and
- Tips to minimise the risks and responding to claims or complaints.

ADDITIONAL INFORMATION

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

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

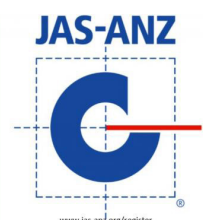
2 hours

COST (INC. GST)

\$120.00 Master Builder Member/CITB eligible*
\$150.00 Master Builder Member
\$270.00 Non Member/CITB eligible*
\$300.00 Non Member

DATE & TIME

8.30am to 3.00pm
• 11/09/2019 (Wednesday)



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FREE MEMBER WORKSHOPS

MASTER BUILDERS SA BUSINESS WORKSHOP

The moment you decide 'to go it alone' and start your own business you'll never stop learning. Covering a range of key business topics, our practical workshops are packed full of key information and useful hints and tips. They are the perfect way to get your business skills up to speed.

From understanding Business Plans and the importance of them to the growth of your business to how to get the most out of your team.

Master Builders SA Business Workshops will have a little of something for everyone.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

4 hours

COST (INC. GST)

FREE Master Builder Member
\$99.00 Non Member

DATE & TIME

9.00am to 1.00pm
• 27/11/2019 (Wednesday)

MASTER BUILDERS SA FINANCE WORKSHOP

Getting the finance right in your business is critical to the smooth running and survival of your business. There are some great systems and services available out there that could possibly make your life easier and keep you where you need to be... at the top of your game.

Listen to our finance experts tips and tricks. Learn about the different systems that are available to you and your business.

Attending a Master Builders SA Finance Workshop may just help you gain that edge you need in smooth running of your business.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

4 hours

COST (INC. GST)

FREE Master Builder Member
\$99.00 Non Member

DATE & TIME

9.00am to 1.00pm
• 05/11/2019 (Wednesday)

While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 02/09/2019

MASTER BUILDERS SA INNOVATION WORKSHOP

Master Builders SA Innovation workshops are a brilliant opportunity to learn more about your industry and tap into the knowledge of innovative and growth opportunities that may be beneficial to your business.

A combined workshop providing the collective skills, insights and knowledge on what is new, innovative and happening in the Building and Construction sector. At this workshop you will get the opportunity to listen to speakers talking about their business, products and opportunities.

This is an opportunity for you to learn something new.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

4 hours

COST (INC. GST)

FREE Master Builder Member
\$99.00 Non Member

DATE & TIME

9.00am to 1.00pm
• 17/09/2019 (Wednesday)

MASTER BUILDERS SA MARKETING WORKSHOP

Do you need help establishing marketing goals, defining your target market and preparing a marketing strategy?

When you need to;

- Acknowledge that you need marketing help in order to grow your business
- Understand where you belong in the market place and how to own that space
- Work on your business and not in it

In attending a Master Builders SA Marketing Workshop you get to hear from experts in the marketing field and begin to work out what your next steps may be in building and marketing your business. Master Builders SA have sourced presenters that understand how to market the small to big business.

LOCATION

Master Builders SA
Level 1, 47 South Terrace, Adelaide

DURATION

4 hours

COST (INC. GST)

FREE Master Builder Member
\$99.00 Non Member

DATE & TIME

9.00am to 1.00pm
• 16/10/2019 (Wednesday)

While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 02/09/2019



FULL QUALIFICATION

FULL QUALIFICATIONS & SHORT COURSES

Master Builders SA is able to assist participants with a pathway to complete accredited training via a Registered Training Organisation.

FULL QUALIFICATION COURSES

- Information and Enrolment Event (MANDATORY)
- Certificate IV in Building & Construction (Building)
- Certificate IV in Building & Construction (Estimating)
- Certificate IV in Building & Construction (Site Management)
- Certificate IV in Leadership & Management
- Certificate IV in Work Health & Safety
- Diploma of Building and Construction (Management)
- Diploma of Work Health & Safety

SHORT COURSES


- Licence to Operate a Boom-Type Elevating Work Platform (Boom Length 11 Metres or More) - TLILIC2005
- Operate Elevating Work Platform - (Scissor Lift & Vertical Lift) - RIIHAN301D
- Operate Elevating Work Platform - (Scissor Lift) - RIIHAN301D
- White Card
- Workzone Traffic Management - Theory - RIIWHS205D RIIWHS302D
- Workzone Traffic Management - Practical - RIIWHS205D RIIWHS302D
- Work Safely at Heights - RIIWHS204D
- Test & Tag

ADDITIONAL INFORMATION

Please contact Master Builders SA if you would like to enquire about these nationally-accredited programs.



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FURTHER INFORMATION & POLICIES

CUSTOMISED TRAINING & ROOM HIRE

CUSTOMISED TRAINING

For a more personalised and tailored experience, Master Builders SA offers a range of our courses 'On Demand' – outside our scheduled times and at alternate locations. These courses can be customised to suit your business depending on your needs and delivered at a site suitable to you or in one of our training rooms.

Our customised courses includes but not limited to:

Including but not limited to:

- Bullying & Harassment
- Asbestos Awareness
- White Card
- Safety Supervisor

ROOM HIRE

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
- Trainer/presenter laptop
- Lectern
- Whiteboards
- Data projector

VENUE	ROOM USE	SEATING (MAX)	COST MEMBERS*	COST NON-MEMBERS*
Training Room 1	Training/Seminar	40 with desks	\$295 full day	\$350 full day
Training Room 2	Training/Meeting	20 with desks	\$225 full day	\$285 full day
Computer Suite	Training/Meeting	20 with computers	\$400 full day	\$450 full day
Long Room	Meeting	15 at boardroom	\$125 full day	\$180 full day

*All prices exclude GST

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

Please phone us on **(08) 8211 7466** or email education@mbasa.com.au for further information or to arrange a booking.

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ENROLMENT POLICY

APPLICATION

Participants will enrol in a course before the commencement of the course. All enrolments must be completed through the Master Builders SA website (www.mbasa.com.au/education/enrol-into-a-course).

OVERVIEW

Master Builders SA is committed to ensuring that enrolling students are provided with necessary, timely and accurate information that relates to the requirements of the training program, payment, policies and procedures and responsibilities of the participant.

Information provided by the participant at enrolment will be confidential.

Master Builders SA have a clearly defined enrolment process of which participants are informed at the time of application. All enrolments for training programs offered by the Master Builders Association SA Inc (Master Builders SA) will be acknowledged upon completion of the online enrolment process and confirmation will be sent to the contact person nominated during enrolment via email.

DEFINITIONS

Participant – a person who has completed and lodged an enrolment form with Master Builders SA in order to undertake training.

Training program – a program (also known as a learning program, module, course) developed by Master Builders SA or a third party.

Master Builders SA – Master Builders Association SA Inc

RESPONSIBILITIES

Participants are responsible for completing enrolment requirements prior to the commencement of the course.

Master Builders SA is responsible to ensure that prospective participants are fully informed prior to submitting an application for enrolment.

Master Builders SA is responsible for maintaining appropriate records of enrolments.

CANCELLATION/TRANSFER POLICY

CANCELLATION/TRANSFER POLICY

APPLICATION

This policy outlines the Master Builders SA's policy for students who cancel or transfer their enrolled course. Students may cancel their course without reason.

OVERVIEW

The student's request for cancellation of their course enrolment will be finalised and any applicable refund issued in accordance with the Cancellation/Transfer Policy.

DEFINITIONS

For the purpose of this procedure:

- Cancellation by student – a student requests the cessation of their course enrolment
- Student – a person who has completed the enrolment process with Master Builders SA in order to undertake a course or training

IMPLEMENTATION

1. All transfers/cancellations must be received in writing by Master Builders SA's Education Department, via email to education@mbasa.com.au, or in person by visiting Master Builders SA reception and providing written request for a transfer or cancellation. It is the responsibility of the participant to confirm that their written transfer/cancellation has been received by the Master Builders SA Education Department.
2. Enrolments transferred/cancelled more than five (5) working days prior to the commencement of the training may receive a full refund of the invoiced fee or be transferred to the next available course on written request.
3. Enrolments transferred/cancelled between five (5) and three (3) working days prior to the commencement of training, may be refunded 50% of the invoiced fee or be transferred to the next available course on written request.
4. Where an enrolment is transferred/cancelled two (2) working days or less prior to commencement of a course (without medical evidence), the full fee, at the appropriate Member/Non-member, CITB eligible/ineligible fee as detailed in the current course calendar, is charged. Transfers will be re-enrolled to the next available course date and will remain liable for the appropriate Member/Non-member, CITB eligible/ineligible fee as detailed in the current course calendar.
5. Where an enrolment is transferred/cancelled after the commencement of a course, or a participant does not complete the course for any reason, no refund of the course fee will be provided. Where there is a genuine reason for the cancellation or non-completion of a course (i.e. medical grounds), Master Builders SA may agree to refund a percentage of the course fee at its own discretion, having regard to the available evidence (i.e. medical evidence).
6. An enrolment under points 2, 3 and 5 may be transferred or substituted once only. Subsequent transfers/substitutions will incur a \$30 administration fee.
7. 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 per the cost listed on the website at the time of enrolment.
8. Master Builders SA reserves the right to cancel any course 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.
9. Certificates, 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.
10. Where a participant is enrolled under their company's Master Builders SA association membership, responsibility for any cancellation penalties remains with the Master Builders SA member.
11. This policy and other relevant education information is available on the Master Builders SA website. Refer to www.mbasa.com.au/education/policies-and-procedures.

While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. 20/09/2019

CITB FUNDING ELIGIBILITY

The Construction Industry Training Board (CITB) provides access to subsidised training for apprentices, their employers and workers in the building and construction industry.

If you are an eligible worker, you may qualify for a training subsidy to help with the cost of your training.

If you don't currently hold a CITB Number please go to www.citb.org.au to apply for your CITB Number online.

From 01 October 2019, some CITB short course subsidies will change. This ensures that CITB can continue to fund the equivalent number of training places as previous years. For further information relating to these changes please contact CITB on 8172 9500.

At time of course enrolment, to claim the CITB eligible rate* for a course you must:

- Provide your valid CITB Number 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 of the CITB eligible amount must be received prior to course commencement.
- Payment must be made by credit card or debit card at the time of enrolment.

At time of course completion, to claim the CITB rebate* for an eligible course you must:

- Provide your valid CITB Number 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 of the full amount must be received prior to course commencement.
- Payment must be made by credit card or debit card at the time of enrolment.
- Assessments must be submitted within 2 weeks from the completion date of the CITB funded course. Failure to submit and pass the course may result in a gap invoice being sent to the student to recover the amount of the upfront CITB funding applied at the time of registration.

*CITB prices shown in this publication are subject to change without notice.

For further information about CITB T&C's please visit their website at www.citb.org.au.



LANGUAGE LITERACY NUMERACY (LLN) POLICY

PURPOSE

The Language, Literacy and Numeracy (LLN) Policy is to ensure that educational programs developed by Master Builders SA (MBASA) are in accordance with language, literacy and numeracy requirements of the Building and Construction Industry.

MBASA courses are designed to reflect the Language, Literacy and Numeracy (LLN) skill level required for the performance of the tasks in the workplace and will not exceed these expectations. Care is taken not to employ assessment strategies that rely on numeracy and literacy skills where they are not intrinsically required.

The aim of this policy is to ensure that Language, Literacy and Numeracy (LLN) needs identified in each MBASA Course are developed into the training materials and assessment activities. It also aims to give the Trainers information on how to identify students that may be experiencing difficulties in class with their LLN and to provide the necessary information for next steps.

DEFINITIONS

LLN in the Building and construction industry

Language means the words, verbal structures and gestures we use to convey meaning. This includes communication forms such as speaking, listening, reading, writing and visual communication. Language also encompasses broad groupings and industry-specific jargon, acronyms and technical references. These can change and evolve over time. The value placed on the different communication forms of language will vary.

Language conventions and features in the Building and Construction industry include industry-specific vocabulary, grammar, spelling, punctuation, text types and structures in spoken and written modes. Communicating for particular purposes may include pictorial sketches, working drawings, verbal descriptions of construction procedures, material lists, risk assessments and equipment-operating procedures.

Literacy means being able to read and use written information. The information and ideas that make up Building and Construction Skills are communicated in language and texts. It also means being able to contextualize you're writing in an appropriate way. Literacy involves synthesising speaking, listening and critical thinking with reading and writing. Literacy skills allow us to interact effectively with one another. Literacy requirements change over time, so we need to continually adapt and extend our literacy skills. The Dept of Education, Employment and Workplace Relations defines literacy as '*... the ability to read, write, speak and listen to language in a way that allows people to communicate with each other and to make sense of the world.*'

Numeracy in Building and Construction Skills

Numeracy means the practical application of mathematical skills to absorb, use and critically evaluate information in numerical or graphical form. Numeracy skills include basic number skills, spatial and graphical concepts, the use of measurement and problem-solving. Numeracy and literacy are interlinked particularly when extracting mathematical information from written text. The Dept of Education, Employment and Workplace Relations defines numeracy as '*... using mathematics effectively to meet the general demands of day to day life at home, at work and in society generally.*'

Workers in the Building & Construction sector use numeracy strategies in:

- Identifying specific mathematical information
- General mathematical knowledge and problem-solving processes
- Communicating and representing the language of numeracy

RESOURCES AND CONTACTS

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

Please contact us on **(08) 8211 7466** if we can be of any further assistance.

APPRENTICESHIPS

mbasa.com.au/apprentices

Information on apprenticeships, traineeships, Australian Government incentives and hosting apprentices through your business.

CONSTRUCTION INDUSTRY TRAINING BOARD (CITB)

citb.org.au

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

cbs.sa.gov.au

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

NB: Regional locations serviced through Service SA branches.

SAFEWORK SA

safework.sa.gov.au

SafeWork SA is responsible for providing work health and safety, public safety and state-based industrial relations services across South Australia.

MASTER BUILDERS SA MEMBER SERVICES

MEMBER SERVICES	CONTRACTORS	HOUSING	COMMERCIAL
Apprentices*	✓	✓	✓
Accounting Advisory Service	✓	✓	
Business Advisory Clinic	✓	✓	
Business, Innovation & Marketing Workshops	✓	✓	
Contractors Licensing Course	✓	✓	
Contracts, Specifications & Schedules	✓	✓	✓
Credit Risk Management (inc. Debt Recovery)*	✓		
Employment Contracts and/or Enterprise Agreements*	✓	✓	✓
Employment Management System	✓	✓	✓
Find a Member Service	✓	✓	✓
First Aid Assessment	✓	✓	✓
Industrial Relations Evaluation	✓	✓	✓
Insurance Services*	✓	✓	✓
Licensing Advice & Application Service	✓	✓	
Licensing Preparation Interview*	✓	✓	
Pay Rates, National Employment Standards & RDO		✓	✓
Planning & Technical Advice		✓	
Policy and Legislation	✓	✓	✓
Property Developer and Supervisor Matching Service		✓	
Return to Work Services*	✓		✓
Safe Work Method Statements, WHS Policies & Procedures	✓	✓	✓
Safety Site Signs*		✓	
Security of Payment Advice	✓		✓
Site Inspections*		✓	
Skills Assessment	✓		✓
Training courses (inc White Card)*	✓	✓	✓
Tender Pre-Qualifications & Submissions Support	✓		✓
Website Hosting and Development*	✓	✓	
Weekly Tender Notifications	✓		✓
Work Hazard and Injury Management System & Advice	✓	✓	✓
WHS Risk Assessment	✓	✓	✓

*Member rates apply.

If you require Master Builders SA to customise any documentation or act on your behalf, members rates may apply.

For more information contact our membership team
membership@mbasa.com.au | 8211 7466



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SOUTH AUSTRALIA



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