



HIA training services

Training - the best in the business



Level 4 Short Course List – Builder Licence

For information on dates courses are offered in your area, please contact HIA Training Services

Short Course (see student guide for description)	Price		Courses required for Certificate IV in Building & Construction		Short Courses required for BSA Restricted Licences	
	Member	Non-Member	BCG40106 BUILDING	BCG40506 SITE MANAGEMENT	Kitchen, Bathroom & Laundry Structural Landscaping Special Structures Swimming Pool Construction	Shop fitting
Building Contracts	\$630	\$800	Yes		Yes	Yes
Legal Requirements	\$250	\$300	Yes	Yes	Yes	Yes
Occupational Health & Safety	\$450	\$540	Yes	Yes	Yes	Yes
Financial Management	\$450	\$540	Yes		Yes	Yes
Building Plans, Sketches & Drawings	\$450	\$540	Yes	Yes		Yes
Building Codes & Structures	\$1,100	\$1,330	Yes	Yes		
Site Surveying & Setting Out	\$630	\$800	Yes	Yes	Yes	Yes
Estimating	\$1400	\$1800	Yes			
Planning & Supervising Building Works	\$630	\$800	Yes	Yes	Yes	Yes
Managing Relationships	\$800	\$1040		Yes		
Managing Self	\$250	\$300		Yes		
Total price* for HIA Members			\$5,990	\$4,560	\$3,040	\$3,490

*discounts may be applicable, ask Training Services for more details

HIA Training Services Queensland Contact Details

1300 650 620

qld_training@hia.com.au

07 3255 0795

GOLD COAST BUILDER LICENCE COURSE ENROLMENT

Course Participant Details – Please complete ALL fields

I am an existing student of HIA Training Services.

HIA Member ID Number:

--	--	--	--	--	--

Name:	Company:
Address:	
Suburb:	Postcode:
Phone:	Mobile:
Email:	Trade:

Declaration, I have read and agree to HIA's **Terms & Conditions of Registration** (*found overleaf*)

Signed: _____ Date: _____

Gold Coast Enrolment Selection (must be accompanied with payment)

- I am enrolling in the full Certificate IV in Building and Construction (Building) BCG40106 \$5400* \$6700*
- I am enrolling in the full Certificate IV in Building and Construction (Site Management) BCG401506 \$4105* \$5085*

I am enrolling in a short course only:

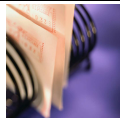
(* includes discount)

<input type="checkbox"/> Legal Requirements	9 May	\$250	\$300
<input type="checkbox"/> Building Contracts	16 & 23 May	\$630	\$800
<input type="checkbox"/> Occupational Health and Safety	6 & 13 June	\$450	\$540
<input type="checkbox"/> Financial Management	4 & 5 July	\$450	\$540
<input type="checkbox"/> Building Plans, Sketches and Drawings	18 & 19 July	\$450	\$540
<input type="checkbox"/> Building Codes and Structures	1, 8, 15, 22 & 23 August	\$1100	\$1330
<input type="checkbox"/> Site Surveying and Set Out	5, 6 & 13 September	\$630	\$800
<input type="checkbox"/> Estimating	3, 4, 10, 11, 17, 18 & 31 Oct	\$1400	\$1800
<input type="checkbox"/> Planning & Supervising Building Works	14, 15 & 21 November	\$630	\$800
<input type="checkbox"/> Manage Relations	Please register your interest	\$800	\$1040
<input type="checkbox"/> Manage Self	Please register your interest	\$250	\$300

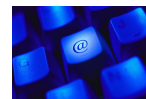
How to Register – you can use any of the following options



Fax to
07 3255 0795



Post to **PO Box 3573,
South Brisbane
QLD 4101**



Register Online at
hia.com.au/training

Payment Details – Please complete the details below and write clearly

I would like to pay by Cheque The amount of \$ *Please make cheques payable to HIA*

Credit Card

Visa MasterCard Diners Club American Express

- - -

Expiry Date / Name on the card

Cardholder Signature



Training - the best in the business



BUILDER LICENCE COURSE ENROLMENT

Course Information

The course addresses the skills used by professional builders in the low-rise residential and commercial sector of the building industry. As a successful participant you will be able to coordinate the construction of a building, taking responsibility for the overall completion of the job, including selecting contractors, overseeing the work and its quality, and liaising with the client.

All dates are subject to change.

HIA Training Services endeavour to run courses on the dates they are originally scheduled; however there are some circumstances beyond our control. Students that have paid for the course will be notified immediately of any changes.

Course Times: Weekdays: 5:30pm-9:30pm, Weekends: 8:00am-5:00pm

Entry Requirements

Participants should have an adequate level of language, literacy and numeracy skills to enable them to read and interpret building contracts, codes and standards, plans and specifications. A building trade qualification or experience would be an advantage.

Please Note: Enrolment form must be accompanied with payment

Terms and Conditions of Registration

Payment to accompany course registration form

1. To ensure that your enrolment is confirmed, your payment must accompany the course registration form.

Cancellation or transfer of course registration

2. HIA requires **five (5) working days** notice of cancellation or transfer of a course registration *in writing* - otherwise full course fees must be paid.

Where five (5) working days notice of cancellation or transfer has been received – in writing

A request for either (a) a full refund of course fees; or (b) a transfer to another course; can be made. Approved refunds will generally be processed within thirty (30) days. Note - course materials issued prior to a course commencement date must be returned in an unmarked condition for a refund to be initiated.

Insufficient notice of cancellation or transfer

Course registrations cancelled less than five (5) working days prior to the commencement of the course will not receive a refund but may be transferred to another course. A \$20.00 administration fee will be charged should a request be made to transfer to another course.

Failure to attend a course or cancellation during a course without prior notification

3. (a) *Prior to course commencement*

Failure to attend a course without prior notification will result in no refund of course fees unless evidence of extenuating circumstances is able to be provided.

(b) *Cancellation of enrolment throughout the duration of a course*

Cancellation of enrolment throughout the duration of a course may result in a pro-rata refund of the total course cost should there be extenuating circumstances.

Extenuating circumstances may include:

- health reasons (where a person is not able to attend or continue to attend) – in this case a medical certificate is required to enable a refund of course fees
- matters pertaining to immediate family/loss of job – in this case a request must be formally submitted with appropriate evidence (written application) by the course participant or place of employment.

Requests submitted will be reviewed by HIA management. Notification of the outcome of the request will be made within two (2) working weeks.

Substitution of course participant

4. Substitution of a course participant can be made at any time prior to the start of the course should the nominated person be unable to attend. Notification of this change should be directed to HIA Training Services as soon as possible to ensure the replacement is registered.

Course postponements/change of dates

5. HIA reserves the right to postpone a course to an alternative date. All registered participants affected by such a postponement will receive a full refund or be offered the opportunity to transfer to the next available course.

Guarantee of course completion

6. HIA guarantees that upon commencement of a course that the student will be able to complete the course or assessment service that they registered for. In the event that this is not possible, the student will receive a refund for the proportion of services not delivered by HIA.

Student Information Kit

7. *The Student Information Kit* provides detailed information on HIA's Code of Practice and Code of Ethics, student rights and responsibilities, HIA's complaints and appeals policy, procedure and associated forms. ****Please read this document prior to registering in a course****

The Student Information Kit is available for viewing at your local HIA office or online at <http://hia.com.au/Training.aspx> - click on "Enrolment Information".