



CALENDAR

JANUARY-JUNE 2012



HIA training services

SOUTH AUSTRALIA

SA







LOCATIONS



PLEASE NOTE: Courses will be offered at HIA training rooms from April 1st 2012. Prior to this date courses will be conducted at either the Education Development Centre or the Alzheimer's Australia (SA) Inc due to office renovations.

HIA Hindmarsh – HIA training rooms
corner of Port Rd & Station Place, Hindmarsh





Education Development Centre
4 Milner St, Hindmarsh

Alzheimer's Australia (SA) Inc
27 Conyngham St, Glenside




Workshop Title	Duration	Workshop Fee		Workshop Locations	Dates & Times (Subject to Change)	
		Member	Non member			
Nationally Recognised Qualifications						
CPC40110 Certificate IV in Building & Construction (Building) 	189 hours (55 nights) 5.30pm – 9pm OR Express ** (27 days) 9am – 5pm (weekend)	\$3,455.00 CITB* funded	\$4,955.00 CITB* funded	The full qualification is obtained by successfully completing 11 short courses. Please contact HIA on 08 8340 5900 for more information regarding licensing requirements in SA.		
		\$6,015.00 non funded	\$7,515.00 non funded			
CPC40308 Certificate IV in Building & Construction (Estimating) 	154 hours (46 nights) 5.30pm – 9pm OR Express ** (22 days) 9am – 5pm (weekend)	\$2,785.00 CITB* funded	\$4,185.00 CITB* funded	The full qualification is obtained by successfully completing 10 short courses. Please contact HIA on 08 8340 5900 for more information.		
		\$5,165.00 non funded	\$6,265.00 non funded			
CPC40508 Certificate IV in Building & Construction (Site Management) 	161 hours (47 nights) 5.30pm – 9pm OR Express** (23 days) 9am – 5pm (weekend)	\$2,465.00 CITB* funded	\$3,745.00 CITB* funded	The full qualification is obtained by successfully completing 10 short courses. Please contact HIA on 08 8340 5900 for more information regarding licensing requirements in SA.		
		\$4,375.00 non funded	\$5,655.00 non funded			
BSB41407 Certificate IV in Occupational Health & Safety +++ 	48 hours (8 days) 9am – 4pm	\$1,300.00 CITB* funded	\$1,820.00 CITB* funded	HIA Hindmarsh	22, 29 Jun, 6, 13, 20, 27 Jul, 3 & 10 Aug	
		\$2,960.00 non funded	\$3,480.00 non funded			
Short Courses						
Apply First Aid++ • HLTF301B Apply first aid 	7.5 hours (1 day – Fridays)	\$70.00 CITB* funded	\$90.00 CITB* funded	Education Development Centre	10 Feb 9am – 4.30pm	
		\$250.00 non funded	\$270.00 non funded	HIA Hindmarsh	13 Apr 9am – 4.30pm	
					15 Jun 9am – 4.30pm	
Asbestos Awareness	4 hours (0.5 day)	\$100.00 CITB* funded	\$110.00 CITB* funded	HIA Hindmarsh	27 Apr 8.30am – 12.30pm	
		\$160.00 non funded	\$170.00 non funded			
Building Codes • CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects Included in qualifications listed at top of page 1: ✓ Building ✓ Estimating ✓ Site Management 	21 hours (6 nights)	\$235.00 CITB* funded	\$525.00 CITB* funded	Education Development Centre	18, 19, 25 Jan, 1, 2 & 8 Feb 5.30pm – 9pm	
		\$335.00 non funded	\$625.00 non funded			13, 15, 20, 22, 27 & 29 Mar 5.30pm – 9pm
						14, 15, 21, 22, 28 & 29 Mar 5.30pm – 9pm
	21 hours Express ** (3 days – weekend)				Alzheimer's Australia (SA) Inc	18, 19 & 25 Feb 9am – 5pm
				HIA Hindmarsh	14, 15 & 21 Apr 9am – 5pm	
					26, 27 May & 2 Jun 9am – 5pm	

Workshop Title	Duration	Workshop Fee		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
Short Courses					
Building Contracts  <ul style="list-style-type: none"> • CCCCBC4003A Select and prepare a construction contract • CCCCBC4016A Administer a construction contract <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Estimating</p>	14 hours Express ** (2 days – weekend)	\$300.00 CITB* funded	\$400.00 CITB* funded	HIA Hindmarsh	28 & 29 Apr 9am – 5pm
	14 hours (4 nights)	\$680.00 non funded	\$780.00 non funded		16 & 17 Jun 9am – 5pm
					2, 3, 9 & 10 May 5.30pm – 9pm
					5, 7, 12 & 14 Jun 5.30pm – 9pm 6, 7, 13 & 14 Jun 5.30pm – 9pm
Building Structures  <ul style="list-style-type: none"> • CCCCBC4010B Apply structural principles to residential low rise constructions • CCCCBC4011B Apply structural principles to commercial low rise constructions <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Estimating ✓ Site Management</p>	28 hours (8 nights)	\$510.00 CITB* funded	\$730.00 CITB* funded	Education Development Centre	7, 8, 14, 15, 21, 22, 28 & 29 Mar 5.30pm – 9pm
		\$800.00 non funded	\$1,020.00 non funded	HIA Hindmarsh	17, 19, 24, 26 Apr, 1, 3, 8 & 10 May 5.30pm – 9pm
					18, 19, 26 Apr, 2, 3, 9, 10 & 16 May 5.30pm – 9pm
					12, 13, 19 & 20 May 9am – 5pm
					30 Jun, 1, 7 & 8 Jul 9am – 5pm
		28 hours Express ** (4 days – weekend)			Alzheimer's Australia (SA) Inc
Essential Elements of Roof Framing / Trusses	6 hours (1 day)	\$180.00 CITB* funded	\$290.00 CITB* funded	Education Development Centre	23 Jan 1pm – 7pm
					25 Jan 1pm – 7pm
					8 Feb 1pm – 7pm
					13 Feb 1pm – 7pm
					14 Feb 1pm – 7pm
					28 Feb 1pm – 7pm
					14 Mar 1pm – 7pm
		15 Mar 1pm – 7pm			
		27 Mar 1pm – 7pm			
		28 Mar 1pm – 7pm			
		HIA Hindmarsh	10 Apr 1pm – 7pm		
			12 Apr 1pm – 7pm		
			24 Apr 1pm – 7pm		
			7 May 1pm – 7pm		
	8 May 1pm – 7pm				
	21 May 1pm – 7pm				
	Alzheimer's Australia (SA) Inc	4 Feb 9am – 3pm			
		23 Jun 9am – 3pm			
	HIA Hindmarsh	14 Apr 9am – 3pm			
		12 May 9am – 3pm			
23 Jun 9am – 3pm					
Education Development Centre		31 Jan, 2 Feb 5.30pm – 8.30pm			
		20, 22 Feb 5.30pm – 8.30pm			
		6, 8 Mar 5.30pm – 8.30pm			
	19, 21 Mar 5.30pm – 8.30pm				
HIA Hindmarsh	2, 4 Apr 5.30pm – 8.30pm				
	16, 17 Apr 5.30pm – 8.30pm				
	30 Apr, 1 May 5.30pm – 8.30pm				
	15, 17 May 5.30pm – 8.30pm				
	29, 31 May 5.30pm – 8.30pm				
	12, 14 Jun 5.30pm – 8.30pm				
				26, 28 Jun 5.30pm – 8.30pm	
	6 hours Express ** (1 day – Saturdays)				
	6 hours (2 nights)				

Workshop Title	Duration	Workshop Fee		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
Short Courses					
Estimating & Tending  <ul style="list-style-type: none"> • CPCBC4004A Identify and produce estimated costs for building and construction projects • CPCBC4013A Prepare and evaluate tender documentation <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Estimating</p>	28 hours Express ** (4 days – weekend)	\$520.00 CITB* funded \$840.00 non funded	\$670.00 CITB* funded \$990.00 non funded	HIA Hindmarsh	26, 27 May, 2 & 3 Jun 9am – 5pm
GreenSmart® Professional + HIA GreenSmart® Professional accreditation 	14 hours (2 days)	\$520.00 CITB* funded \$690.00 non funded	\$690.00 CITB* funded \$860.00 non funded	Lochiel Park Sustainability Centre	12 & 13 Apr 8.30am – 4.30pm
Industry Update	3 hours (Monday evenings)	\$15.00 CITB* funded \$45.00 non funded	\$30.00 CITB* funded \$60.00 non funded	Various	TBA
Interpreting Plans & Specifications  <ul style="list-style-type: none"> • CPCBC4012A Read and interpret plans and specifications <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Estimating ✓ Site Management</p>	7 hours Express ** (1 day – weekend)	\$230.00 CITB* funded \$340.00 non funded	\$350.00 CITB* funded \$460.00 non funded	Alzheimer's Australia (SA) Inc HIA Hindmarsh	18 Mar 9am – 5pm 19 May 9am – 5pm 23 & 24 May 5.30pm – 9pm
Legal Requirements  <ul style="list-style-type: none"> • CPCBC4009B Apply legal requirements to building and construction projects <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Site Management</p> <p>HIA members receive priority placement in this course</p>	14 hours (4 nights)	\$110.00 CITB* funded \$220.00 non funded	\$160.00 CITB* funded \$270.00 non funded	Education Development Centre HIA Hindmarsh Alzheimer's Australia (SA) Inc	17, 19, 24 & 31 Jan 5.30pm – 9pm 18, 19, 25 Jan & 1 Feb 5.30pm – 9pm 7, 9, 14 & 16 Feb 5.30pm – 9pm 2, 4, 11 & 16 Apr 5.30pm – 9pm 18, 20, 25 & 27 Jun 5.30pm – 9pm 12 & 13 May 9am – 5pm 28 & 29 Jan 9am – 5pm 18 & 19 Feb 9am – 5pm 25 & 26 Feb 9am – 5pm 24 & 25 Mar 9am – 5pm
	14 hours Express ** (2 days – weekend)				

Workshop Title	Duration	Workshop Fee		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
Short Courses					
Managing Self  <ul style="list-style-type: none"> • CPCCBC4025A Manage personal work priorities and professional developments <p>Included in qualifications listed at top of page 1: ✓ Estimating ✓ Site Management</p>	7 hours Express ** (1 day – weekend)	\$110.00 CITB* funded	\$160.00 CITB* funded	Alzheimer's Australia (SA) Inc	17 Mar 9am – 5pm
		\$220.00 non funded	\$270.00 non funded		
Managing your Finances  <ul style="list-style-type: none"> • BSBSMB406A Manage small business finances <p>Included in qualifications listed at top of page 1: ✓ Building</p> <p>HIA members receive priority placement in this course</p>	14 hours (4 nights)	\$400.00 CITB* funded	\$470.00 CITB* funded	Education Development Centre	14, 16, 21 & 23 Feb 5.30pm – 9pm
		\$720.00 non funded	\$790.00 non funded		15, 16, 22 & 23 Feb 5.30pm – 9pm
				HIA Hindmarsh	28 Feb, 6, 8 & 13 Mar 5.30pm – 9pm
	14 hours Express ** (2 days – weekend)				18, 23, 30 Apr & 2 May 5.30pm – 9pm
					19, 20 May 9am – 5pm
				Alzheimer's Australia (SA) Inc	4 & 5 Feb 9am – 5pm
					17 & 18 Mar 9am – 5pm
					31 Mar & 1 Apr 9am – 5pm
Occupational Health & Safety  <ul style="list-style-type: none"> • CPCCBC4002A Manage occupational health and safety in the building & construction workplace. <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Site Management</p>	14 hours Express ** (2 days – weekend)	\$270.00 CITB* funded	\$380.00 CITB* funded	Alzheimer's Australia (SA) Inc	21 & 22 Jan 9am – 5pm
		\$490.00 non funded	\$600.00 non funded		
OHS General Induction for Construction (white card)  <ul style="list-style-type: none"> • CPCCOHS1001A Work Safely in the construction industry <p>+ Meets the requirements of the National Code of Practice for Induction for Construction Work. This requirement must be met before starting work on a construction site</p>	6 hours (1 day – Wednesdays)	\$40.00 CITB* funded	\$45.00 CITB* funded	Education Development Centre	18 Jan 9am – 3pm
		\$120.00 non funded	\$125.00 non funded		1 Feb 9am – 3pm
					7 Mar 9am – 3pm
				HIA Hindmarsh	18 Apr 9am – 3pm
					16 May 9am – 3pm
					6 Jun 9am – 3pm
	6 hours (1 day – Fridays)			Education Development Centre	17 Feb 12.30pm – 6.30pm
					16 Mar 12.30pm – 6.30pm
				HIA Hindmarsh	13 Apr 12.30pm – 6.30pm
					25 May 12.30pm – 6.30pm
					15 Jun 12.30pm – 6.30pm
	6 hours (1 day – Saturdays)			Alzheimer's Australia (SA) Inc	11 Feb 8am – 2pm
					3 Mar 8am – 2pm
				HIA Hindmarsh	28 Apr 8am – 2pm
					5 May 8am – 2pm
					23 Jun 8am – 2pm

Workshop Title	Duration	Workshop Fee		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
Short Courses					
Planning Building Work  <ul style="list-style-type: none"> • CCCCBC4005A Produce labour and material schedules for ordering • CCCCBC4006B Select, procure & store construction materials for low-rise projects <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Estimating ✓ Site Management</p>	21 hours Express ** (3 days – weekend)	\$550.00 CITB* funded	\$770.00 CITB* funded	HIA Hindmarsh	28, 29 Apr & 5 May 9am – 5pm
	21 hours (6 nights)	\$850.00 non funded	\$1,070.00 non funded		16, 17 & 23 Jun 9am – 5pm
Safe Work Method Statements	3 hours (0.5 day)	\$100.00 CITB* funded	\$140.00 CITB* funded	Education Development Centre	Feb 10 9am – 12pm
		\$130.00 non funded	\$170.00 non funded	HIA Hindmarsh	Apr 20 9am – 12pm
					Jun 22 9am – 12pm
Safety Testing and Inspecting for Electrical Equipment (Test & Tag) <p>+ meets the “Competent Person” requirements of AS 3760-2010</p>	7 hours (2 nights – Wednesdays)	\$140.00 CITB* funded	\$210.00 CITB* funded	HIA Hindmarsh	4 Apr 5pm – 9.30pm 11 Apr 5pm – 8.30pm
Site Set Out  <ul style="list-style-type: none"> • CCCCBC4018A Apply site surveys and set-out procedures to building and construction projects <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Site Management</p>	14 hours Express ** (2 days – weekend)	\$100.00 CITB* funded	\$150.00 CITB* funded	HIA Hindmarsh	21 & 22 Apr 9am – 5pm (weekend)
		\$290.00 non funded	\$340.00 non funded		
Supervising Building Work  <ul style="list-style-type: none"> • CCCCBC4007A Plan building or construction work • CCCCBC4008B Conduct on-site supervision of the building and construction project <p>Included in qualifications listed at top of page 1: ✓ Building ✓ Site Management</p>	14 hours Express ** (2 days – weekend)	\$340.00	\$510.00	HIA Hindmarsh	30 Jun & 1 Jul 9am – 5pm
Understanding the Timber Framing Code	33 hours Express ** (6 days – 2 weekends)	\$530.00 CITB* funded	\$730.00 CITB* funded	Education Development Centre	20, 21, 22, 27, 28 & 29 Jan Fridays 12pm – 6pm Sat & Sun 8am – 2pm
	33 hours (11 nights)	\$960.00 non funded	\$1,160.00 non funded	HIA Hindmarsh	9, 16, 23, 30 May 6, 13, 20, 27 Jun, 4, 11 & 18 Jul 5.30pm – 8.30pm
Waterproofing Wet Areas	6 hours (1 day)	\$100.00 CITB* funded	\$110.00 CITB* funded	HIA Hindmarsh	20 Apr 9am – 4pm
		\$210.00 non funded	\$220.00 non funded		1 Jun 9am – 4pm

Workshop Title	Duration	Workshop Fee		Workshop Locations	Dates & Times (Subject to Change)
		Member	Non member		
Short Courses					
Working Safely at Heights ++++  <ul style="list-style-type: none"> CPCCCM1006A Work safety at heights <p>* Participants must have completed the OHS General Induction for Construction (White Card) prior to commencing this course</p>	8 hours (1 day)	\$130.00 CITB* funded \$240.00 non funded	\$180.00 CITB* funded \$290.00 non funded	HIA Hindmarsh	Apr 27 8.30am – 4.30pm Jun 22 8.30am – 4.30pm
Working With Others  <ul style="list-style-type: none"> BSBW0R402A Promote team effectiveness BSBW0R401A Establish effective workplace relationships BSBCUS301A Deliver and monitor a service to customers <p>Included in qualifications listed at top of page 1: ✓ Estimating ✓ Site Management</p>	21 hours Express ** (3 days – weekend)	\$130.00 CITB* funded \$380.00 non funded	\$180.00 CITB* funded \$430.00 non funded	HIA Hindmarsh	14, 15 & 21 Apr 9am – 5pm
Workzone Traffic Management +++  <ul style="list-style-type: none"> RIIOHS205A Control traffic with a stop-slow bat RIIOHS302A Implement traffic management plan 	8 hours (1 day)	\$150.00 CITB* funded \$290.00 non funded	\$170.00 CITB* funded \$310.00 non funded	HIA Hindmarsh	11 May 8.30am – 4.30pm

Notes:

** Express = weekend delivery

All costs are inclusive of GST where applicable. HIA is a Registered Training Organisation (RTO # 1091)

Course dates, times and fees are subject to change – contact your local HIA office for up-to-date information prior to registration

++ delivered under partnership with State Training Services Pty Ltd (RTO Number 40154)

+++ delivered under partnership with AWC Training Pty Ltd (RTO Number 140100)

++++ delivered under partnership with RIS Roofsafe Industrial Safety (RTO Number 60146)

CITB Funding:

CITB stands for Construction Industry Training Board. The CITB provide funding for people currently employed in the Building and Construction Industry to undertake courses at a reduced rate. Each eligible individual has a CITB card and ID Number, which can be used for a variety of courses which received funding. Go to www.citb.org.au for further information.



CITB funding is for SA residents training in SA only:

You must provide your individual and valid CITB ID number on your enrolment form to obtain the discounted price.

If you do not have a CITB number, you can apply for one online at www.citb.org.au or contact CITB on 8172 9500.

If you are not eligible for CITB funding, please contact HIA Training to obtain full course fee information.

Please note: Your CITB ID number **MUST** be provided on your enrolment form to obtain the discounted price.

Applications for CITB numbers can take up to 5 days. **No CITB number at time of enrolment – No discount of course fees.**

ENROLMENT FORM



IMPORTANT Please read the following before sending in this enrolment form.

1. Please complete all relevant sections of this form. If the course you wish to enrol in is a nationally recognised unit or qualification, you will need to complete the AVETMISS DETAILS form which can be found in the back section of the HIA Training Directory or as a separate document provided to you by your local HIA Training Services team.
2. Please source a copy of the Student Handbook from the HIA website hia.com.au or from your local HIA office. This handbook provides you with detailed information on the HIA Code of Practice, Terms and Conditions of enrolment for an HIA training course, Code of Ethics, students rights and responsibilities and more.
3. Each State and Territory has specific requirements in regards to experience, skills, knowledge, and qualifications needed to gain a required licence. HIA is able to assist in gaining technical requirements for a licence. Check with your state or territory authority for full details on other requirements.
4. Lodge your completed form at your local HIA Training Services office
5. All enquiries should be directed to HIA Training Services on 1300 650 620.

PRIVACY STATEMENT Information collected by HIA is used, stored and disposed of in accordance with the National Privacy Principles as set out in the Commonwealth Privacy Act 1988. Information that is provided to HIA may be covered by the Freedom of Information Act 1992. This information may also be used for the purposes of confirming an applicant's details (as required).

RETURN COMPLETED FORM TO:

EMAIL: sa_training@hia.com.au

FAX: 08 8340 5993

POSTAL ADDRESS:

PO Box 139, Hindmarsh SA 5007

SECTION 1: COURSE DETAILS

Course name:

Course commencement date:

Course name:

Course commencement date:

SECTION 2: APPLICANT DETAILS

Full legal name:

Preferred name:

Job title:

HIA Member Number:

CITB Number (if in SA):

Residential address:

Suburb:

State:

Postcode:

Postal Address (if different to residential address):

Email:

Date of birth:

Male / Female:

Contact number:

Mobile number:

Do you have any reading or writing issues that you may require assistance with? Y / N Details:

Have you undertaken any prior training that may count towards this course? Y / N Details:

SECTION 3: PAYMENT

Payment amount:

Payment method: Credit Card Cheque / Money order Cash

For cash, cheque or money order – please present to HIA Training Staff with this form. For credit card payment, see below

Card type:

VISA

MASTERCARD

AMERICAN EXPRESS

Card number:

Expiry date:

Card holder's name:

Card holder's signature:

SECTION 4: DECLARATION

I hereby declare that

- I have read, understand and will comply with all policies and procedures as outlined in the HIA Student Handbook
- I have read, understand and agree to the HIA's Terms and Conditions and Refund policy
- I was adequately informed of the requirements and expectations of the course prior to enrolment
- I have received and understand the information provided regarding prerequisites, including but not limited to literacy and numeracy requirements, for this course and I believe I meet these prerequisites
- The information I have provided is true and correct to the best of my knowledge and
- Should I provide incorrect information and documentation relating to my enrolment I understand that this may result in the cancellation of my enrolment
- I authorise HIA to release information regarding my enrolment to any Government Department and other parties when HIA is legally obliged to do so

Name:

Signature:

Date:

If this statement was read to you, the person who read the statement must sign below:

Name:

Signature:

Date:

If you are under 18, your enrolment must be approved by a parent or guardian. Please have them sign below:

Name:

Signature:

Date:

HIA may use your information to offer you other HIA products and services and relevant commercial products and services from others that may be of interest to you in your business.

Please tick this box if you do not wish to receive these commercial offers.