

## Study Options

You can choose between two flexible study options.

### Blended delivery

The course is delivered through a series of workshops which will allow you to learn, receive interactive training in the required processes, and practise under guidance from experienced HIA Trainers. Practical activities are completed by participants in their workplace or simulated workplace environment. This creates opportunities for you to collect evidence for assessment of your skills.

### Distance delivery

In this delivery mode, the focus is much more on self-paced learning using appropriate learner guides, handouts and reference texts, based on Session/Work Plans provided by HIA Training Services. Attendance at scheduled contact point workshops is required where practicable however, support from the trainer/assessor will always be available to the learner through a negotiated schedule of correspondence, tele-tutorials, email and/or visits.

### Assessment

Generally, you will be able to apply a lot of your learning directly into your job role or workplace. Assessment tasks have been designed so that you can use real time work activities as evidence gathering opportunities to demonstrate your competencies.

### A Note on Licensing

*A number of states and territories have determined that BCG40106 Certificate IV in Building and Construction (Building) will be required, along with other components, for builders licensing purposes. Similarly, some states and territories will require BCG40506 Certificate IV in Building and Construction (Site Management) for a Building Supervisors Licence. Not all licensing authorities have made their determination at the time of printing and the details of requirements vary with each jurisdiction. Please discuss your selection of short courses for licensing purposes with your HIA Training Co-ordinator.*

**Get your building career on track NOW**

Ask for a Student Course Guide and Enrolment Form.

Phone: 1300 650 620 or go to [hia.com.au](http://hia.com.au)



Contact your local Training Co-ordinator on:

# LOOKING TO KICK-START OR BUILD YOUR CAREER?

Looking to become a qualified

Builder?

Supervisor or Site Manager?

Estimator or Scheduler?

Contract Administrator?

New Home Sales Consultant?

Looking for training that

- is flexible & practical?
- is industry relevant?
- is nationally recognised?
- is cost effective?
- recognises prior learning?
- offers nationwide support?



**HIA's New Level 4 Short Courses and Building Qualifications**

"Designed and delivered by the Housing Industry's Registered Training Organisation"

## Your new career starts here...

The much anticipated move to nationally recognised, level 4 qualifications is fantastic news for Australia's building and construction industry – and **HIA is ahead of the game and ready to assist you in getting up-skilled and licensed!**

HIA is delighted to offer our members and the building industry a range of 23 short courses from the new higher level qualifications in the General Construction Training Package. This guide will help you select short courses that are right for you, your business or your career (or all three!)

Study one or study several short courses. Study them to improve your business management or technical skills or package them together for one of 5 full building qualifications, one of which is **the foundation for getting your builders licence in most states**. The choice is yours!

Regardless of what path you choose, with HIA Training Services you have the assurance that the courses and qualifications are:

- Nationally Recognised
- Industry Relevant
- Flexible and Practical
- Competency Based
- Convenient and Cost Effective

## Short Courses to Build Your Career...

These 23 short, effective courses have been designed by industry for industry, and relate to a number of work roles or activities within the building industry. Delivery times range from 1 day up to 7 days and are delivered in a number of flexible, convenient ways.

Short Courses		
1. Building Approvals & Applications	9. Legal Requirements	17. Resolving Business Disputes
2. Building Codes & Structures	10. Maintaining the Sales Environment	18. Sales Consulting & Industry Information
3. Building Contracts	11. Managing Relationships	19. Selling
4. Building, Plans, Sketches & Drawings	12. Managing Self	20. Site Surveying & Setting Out
5. Clients & Contracts	13. Occupational Health & Safety	21. Spreadsheets & Databases
6. Construction Materials for Low – Rise Projects	14. Planning & Supervising Building Work	22. Using Databases
7. Estimating	15. Preparing a Construction Contract	23. Working Safely
8. Financial Management	16. Preparing Tenders & Specifications	

## Building Qualifications to Kick-start Your Career...

By grouping between 7 to 10 of HIA's flexible short courses, you are on your way to your builders licence or an equivalent qualification in a key building and construction occupation. Delivery times vary but are approximately 27 equivalent full-time days – you can of course complete your qualification at a time and pace that suits you – contact your local HIA Training Coordinator for more information on times and costs and ask for one of our 6 Student Guides (or visit [hia.com.au](http://hia.com.au)).

Occupation	Related Short Courses Required	Level 4 Qualification
<b>Builder</b>	2, 3, 4, 7, 8, 9, 13, 14, 20	BCG40106 Certificate IV in Building & Construction ( <b>Building</b> )
<b>Site Manager or Supervisor</b>	2, 4, 9, 11, 12, 13, 14, 20	BCG40506 Certificate IV in Building & Construction ( <b>Site Management</b> )
<b>Estimator or Scheduler</b>	2, 3, 4, 7, 12, 16, 21	BCG40206 Certificate IV in Building & Construction ( <b>Estimating</b> )
<b>Contract Administrator</b>	1, 3, 4, 5, 6, 12, 17, 21, 23	(BCG40306) Certificate IV in Building & Construction ( <b>Contract Administration</b> )
<b>New Homes Sales Consultant</b>	4, 5, 10, 12, 15, 17, 18, 19, 22, 23	(BCG40406) Certificate IV in Building & Construction ( <b>Sales</b> )

## A second string for your career path or licence...?

HIA's short courses make it easy for those already with Level 4 qualifications to advance their career. For example:

- Tom's completed his Certificate IV in Building and needs to pick up Site Management. He just adds short courses 11 and 12. Tom now has his Certificate IV in Building Site Management as well.
- Anna is doing a lot of estimating and has a Certificate IV in Building Estimating but would like to get the Certificate IV in Building and a licence. She just adds short courses 8, 9, 13, 14 and 20.
- Ivan is a new home sales consultant with a Certificate IV in Building Sales but would like the skills and knowledge that go with the Certificate IV in Contract Administration for a new role within the company. Just add 1, part of 3, 6 and part of 21.



## Terms and Conditions

1. To ensure that your enrolment is confirmed, your payment for the first course cluster must accompany the enrolment form.
2. For all subsequent course clusters, payment must be received before the commencement of each cluster
3. HIA requires a minimum of FIVE WORKING DAYS notice of cancellation or transfer in writing prior to course commencement otherwise full fees must be paid. Provided 5 working days notice in writing is received, you can either request a full refund of payment or be transferred to another course.
4. Registrations cancelled less than 5 working days prior to the commencement of the course will not receive a refund but may be transferred to another course; however, an administration fee of 10% of the course cost with a minimum charge of \$50 will be incurred.
5. Failure to attend a course or program without prior notification will result in no refund of course fee, unless evidence of extenuating circumstances are able to be provided by the student, such as a medical emergency.
6. You may substitute another participant 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.
7. HIA reserves the right to postpone a course to an alternative date. All registered participants affected by such a cancellation will receive a full refund or be offered the opportunity to transfer to the next available course.
8. Cancellation of enrolment during a course may result in a pro rata refund of the total cost, if extenuating circumstances exist. Computer course cancellations may be cancelled up to the "registration close" date. All cancellations received after the "registration close" date will forfeit 50% of the registration fee.
9. HIA Training Services guarantees that upon the student's commencement of the course it will complete the training and assessment services or otherwise refund the student for the proportion of services not delivered.

For all other terms and conditions, please refer to HIA Training Services Student Information Sheet (available on HIA's web site [hia.com.au](http://hia.com.au)) or refer to the terms and conditions in each of the Level IV Student Guides



# HIA training services

## Contact Numbers

	Phone	Fax
Sydney	02 9978 3333	02 9888 7555
Newcastle	02 4014 2000	02 4014 2020
Coffs Harbour	02 6651 2422	02 6652 6077
Melbourne	07 9280 8200	03 9654 7332
Brisbane	07 3846 1298	07 3255 0795
Gold Coast	07 5587 7444	07 5587 7400
Townsville	07 4755 6600	07 4725 6363
Adelaide	08 8346 5091	08 8346 0922
Perth	08 9492 9200	08 9443 3424
Hobart	03 6230 4600	03 6234 3314
Canberra	02 6285 7300	02 6280 0333
Darwin	08 8941 2777	08 8941 6999

For further information please contact

## HIA Training Services

**Phone: 1300 650 620**

**Web: [hia.com.au](http://hia.com.au)**



## HIA's New Level IV Short Courses and Building Qualifications

## Enrolment Form



HIA's Nationally Recognised Training as a

- Builder
- Estimator or Scheduler
- Site Manager or Supervisor
- Contract Administrator
- New Home Sales Consultant

Or choose from one of HIA's 23 Level 4 Short Courses



## Certificate IV Courses Enrolment Form

I wish to enroll in (check the appropriate box):

### EITHER

- The BCG40106 Certificate IV in Building and Construction  
**(Building)** Course
- The BCG40206 Certificate IV in Building and Construction  
**(Contract Administration)** Course
- The BCG40306 Certificate IV in Building and Construction  
**(Estimating)** Course
- The BCG40406 Certificate IV in Building and Construction  
**(Sales)** Course
- The BCG40506 Certificate IV in Building and Construction  
**(Site Management)** Course

### OR

#### The following Short Course(s)

1. Building Approvals & Applications
2. Building Codes & Structures
3. Building Contracts
4. Building Plans, Sketches & Drawings
5. Clients & Contracts
6. Construction Materials for Low-rise Projects
7. Estimating
8. Financial Management
9. Legal Requirements
10. Maintaining the Sales Environment
11. Managing Relationships
12. Managing Self
13. Occupational Health & Safety
14. Planning & Supervising Building Work

15. Preparing a Construction Contract
16. Preparing Tenders & Specifications
17. Resolving Business Disputes
18. Sales Consulting & Industry Information
19. Selling
20. Site Surveying & Setting Out
21. Spreadsheets & Databases
22. Using Databases
23. Working Safely

### Personal details

Title:.....

Last name: .....

First names:.....

Preferred name: .....

Male  Female

Date of birth \_\_\_/\_\_\_/\_\_\_\_\_

Postal Address: .....

.....

Suburb: .....

Post Code: .....

Phone (Home): .....

Mobile: .....

Fax: .....

Email:.....

CITB Number (SA only): .....

Are you a HIA Member?  Yes  No

If Yes, please provide your

HIA member No: .....

### Employment details

Company: .....

Trade: .....

Position: .....

Phone: .....

### Payment details \*

\* For more details on relevant course dates and costs in your region, please contact your local HIA Training Co-ordinator

Cheque payable to HIA enclosed for:

\$ .....

Please debit my credit card for:

\$ .....

Card Type: (please indicate)

Visa  MasterCard  Amex  Diners

Card Number:

Expiry Date:

Name on Card .....

Signature: .....

#### Declaration

I have read and agree to HIA Training Services Enrolment Terms and Conditions and Cancellation Policy. I have read the relevant Student Course Guide(s) relating to this enrolment and agree to abide by the terms and conditions therein. I declare that the information given in this enrolment form is true and accurate.

Applicant Signature: .....

Date: .....

**See overleaf for the relevant  
HIA Training Services Contact Numbers**