TRAINING COURSE GUIDE

FOR A RESIDENTIAL BUILDERS LICENCE

JULY - DECEMBER 2021 CALENDAR

MASTER BUILDERS
SOUTH AUSTRALIA

SIGN UP TO ACCESS $3000 OF FUNDING FOR YOUR CONSTRUCTION TRAINING.

citb.org.au/findacourse

THE FUTURE IS YOURS TO BUILD.

CITB

GET INDUSTRY READY WITH MASTER BUILDERS SA RESIDENTIAL BUILDERS LICENCE TRAINING

Are you looking to obtain your contractors work licence so that you can successfully run a building company? With effect from the 1st October 2020, Consumer & Business Services have changed the training requirements in South Australia aimed at strengthening the building and construction industry and better protect consumers.

Master Builders SA is here to help you every step of the way in obtaining your licence for the following conditions:

- Any building work
- Additions
- Alterations & renovations
- Residential building work
- Transportable building construction and installation

This Training Calendar outlines the courses you need to complete before applying to Consumer & Business Services. These training courses will help you better understand costings, construction planning, contract administration, and dispute resolution.

To complete any of our training courses, you must have sufficient skills in reading and writing in english to complete this course successfully.

Translators will not be allowed to attend the course. You must successfully pass a language, literacy and numeracy test before your enrolment is confirmed.

FACE TO FACE

Training will be delivered at Master Builders SA in a classroom environment.

VIRTUAL

Training sessions are held at the same time as face to face and recorded, so that students can complete in their own environment.

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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. 28/06/2021

COURSES

ENROL AT MBASA.COM.AU

CONTRACTORS LICENSING COURSE

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.

TOPICS COVERED

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 for profit, planning the financial structure of your business and planning for cash flow.

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

DURATION: 4 full days

DATE & TIME:
9.30am - 4.00pm (2 consecutive weekends)

- 10, 11 & 17, 18 July (Saturday, Sunday)
- 07, 08 & 14, 15 August (Saturday, Sunday)
- 11, 12 & 18, 19 September (Saturday, Sunday)
- 09, 10 & 16, 17 October (Saturday, Sunday)
- 06, 07 & 13, 14 November (Saturday, Sunday)

COST (INC. GST):

$200.00 Master Builders Member/CITB Eligible
$710.00 Master Builders Member
$1,210.00 Non Member
$760.00 Non Member/CITB Eligible

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ATLAS CERTIFICATION ISO 9001 JAS-ANZ

CHECK OUT OUR MEMBER benefits

MBASA.COM.AU

MASTER BUILDERS SOUTH AUSTRALIA

6 SELECT AND PREPARE A CONSTRUCTION CONTRACT

This nationally-accredited unit of competency is recognised by Consumer & Business Services to satisfy the training requirements of the Building Contractor's Licence when applying for any building work, additions/ alterations, residential building work and transportable construction.

It is delivered intensively over 3 nights to ensure that you meet the mandatory requirements.

- **CPCCBC4003A Select and prepare a construction contract**

TOPICS COVERED INCLUDE

- Identify and analyse the essential elements, selections and clauses of a contract
- Select an appropriate contract for the works to be undertaken
- Prepare the contract

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

DURATION: 12 hours

DATE & TIME:
4.00pm to 7.00pm
- 19, 26 August & 2 September (Thursday)

COST (INC. GST):
$240.00 Master Builders Member/CITB Eligible
$370.00 Master Builders Member
$700.00 Non Member
$550.00 Non Member/CITB Eligible

RTO CODE 40222

RESOLVE BUSINESS DISPUTES

This nationally-accredited unit of competency is recognised by Consumer & Business Services to satisfy the training requirements of the Building Contractor's Licence when applying for any building work, additions/ alterations, residential building work and transportable construction.

It is delivered intensively over 2 nights to ensure that you meet the mandatory requirements.

- **CPCCBC4024A Resolve business disputes**

TOPICS COVERED INCLUDE

- Develop and implement dispute resolution procedures
- Conduct an initial investigation into business disputes and possible resolution strategies
- Identify opportunities for dispute resolution

It is advised that you complete the CPCCBC4003A Select and Prepare a Construction Contract prior to commencement of this course.

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

DURATION: 6 hours

DATE & TIME:
4.00pm to 7.00pm
- 22 & 23 September (Wednesday, Thursday)

COST (INC. GST):
$160.00 Master Builders Member/CITB Eligible
$390.00 Master Builders Member
$620.00 Non Member
$370.00 Non Member/CITB Eligible

RTO CODE 40222

PLAN BUILDING AND CONSTRUCTION WORK

This nationally accredited unit of competency is recognised by Consumer & Business Services to satisfy the training requirements of the Building Contractor's Licence when applying for any building work, additions/ alterations, residential building work and transportable construction.

It is delivered intensively over 2 nights to ensure that you meet the mandatory requirements.

- **CPCCBC4007 Plan building and construction work**

TOPICS COVERED INCLUDE

- Appraise contract documentation to identify operational requirements
- Implement strategies for construction operations
- Prepare project schedule
- Determine required resources
- Prepare and submit condition reports
- Read and interpret plans and specifications
- Responsibilities – client, supply chain, design team
- Pre-qualification and supply chain capability
- Drivers for successful adoption of BIM

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

DURATION: 6 hours

DATE & TIME:
4.00pm to 7.00pm
- 6 & 7 July (Tuesday, Wednesday)

COST (INC. GST):
$160.00 Master Builders Member/CITB Eligible
$290.00 Master Builders Member
$520.00 Non Member
$420.00 Non Member/CITB Eligible

RTO CODE 40222

IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

This nationally-accredited unit of competency is recognised by Consumer & Business Services to satisfy the training requirements of the Building Contractor's Licence when applying for any building work, additions/ alterations, residential building work and transportable construction.

It is delivered intensively over 3 nights to ensure that you meet the mandatory requirements.

- **CPCCBC4004A Identify and produce estimated costs for building and construction projects**.

TOPICS COVERED INCLUDE

- Read and interpret plans and specifications
- Identify and calculate labour costs
- Identify and establish physical resource requirements
- Develop estimated project costs

It is advised that you complete the CPCCBC4007 Plan Building & Construction Work prior to commencement of this course.

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

DURATION: 9 hours

DATE & TIME :
4.00pm to 7.00pm
- 20, 27 July & 3 August (Tuesday)

COST (INC. GST):
$240.00 Master Builders Member/CITB Eligible
$500.00 Master Builders Member
$850.00 Non Member
$650.00 Non Member/CITB Eligible

RTO CODE 40222

FURTHER INFORMATION & POLICY

ENROL AT MBASA.COM.AU

ENROLMENT

APPLICATION

Participants will enrol in a course before the commencement of the course. All enrolments must be completed through the Master Builders SA website.

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.

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.

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.

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

CANCELLATION/TRANSFER POLICY

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/training/policies.

CITB FUNDING ELIGIBILITY

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 up front 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**

ATLAS CERTIFICATION ISO 9001
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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 contextualise 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

MASTER BUILDERS
SOUTH AUSTRALIA

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