

GET INDUSTRY READY TRAINING CALENDAR 2025



**MASTER
BUILDERS SA**
Built on Strength

WINNER 2024 Commercial/Industrial Building \$20m-\$50m
MOSSOP CONSTRUCTION + INTERIORS

CONTENTS

LICENSING

WHITE CARD CPCWHS1001	9
MASTER BUILDERS SA CONTRACTOR'S LICENSING COURSE (HYBRID)	10
MASTER BUILDERS SA CONTRACTOR'S LICENSING COURSE (WEEKEND)	10
SELECT, PREPARE AND ADMINISTER A CONSTRUCTION CONTRACT CPCCBC4003	11
PLAN BUILDING AND CONSTRUCTION WORK CPCCBC4007	11
IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING & CONSTRUCTION PROJECTS CPCCBC4004	12
RESOLVE BUSINESS DISPUTES CPCCBC4024	12

BUILDING & TECHNICAL

BUILDING CODES & STANDARDS - COMMERCIAL	14
BUILDING CODES & STANDARDS - RESIDENTIAL	14
BUILDING INSPECTION & REPORT WRITING	15
TIMBER FRAMING CODE	16
WET AREA WATERPROOFING	16
ROOF TRUSSES	17

CONTENTS

PEOPLE & SAFETY

CRYSTALLINE SILICA SAFETY & COMPLIANCE TRAINING	22
SITE SAFETY & WHS MANAGEMENT	23
HOW TO CARRY OUT PERFORMANCE MANAGEMENT, TERMINATIONS, AND UNFAIR DISMISSALS	24
MANAGING SEXUAL HARASSMENT, DISCRIMINATION AND BULLYING IN THE WORKPLACE	24
BECOME A MEMBER OF MASTER BUILDERS SA	4-5
BESPOKE TRAINING	26
TRAINING SCHEDULE	27 - 28
ENROLMENT & CANCELLATION POLICY	31
CITB FUNDING ELIGIBILITY	32
LANGUAGE LITERACY NUMERACY POLICY	32

SAVE THOUSANDS WITH SA'S BEST MEMBERSHIP

As a member, you will have access to deals, discounts and special offers that can assist in how you operate your business plus additional benefits that help in your personal lifestyles too

Contact the membership team today and start saving!



TOYOTA ASSOCIATION DISCOUNT



All Master Builders SA members are entitled to Association Discount on selected Toyota vehicles, which could **save you thousands of dollars**. If you are interested in purchasing a Toyota, Australia's best-selling car brand, make sure you visit our corporate partner CMI Toyota to get the best deal!



GREAT DISCOUNTS
on new mobile and data plans

CORPORATE DISCOUNT
on popular office stationery products, a 30 day account + \$1,000 credit limit

APPLY FOR AMPOLCARD BY 4 MAY AND SAVE 8C PER LITRE*

on fuel for 8 months, plus collect up to 160,000 Everyday Rewards points*

ACCESS
savings on your accountancy fees

\$0 CARD FEE
and up to 5c per Litre off fuels and zero card fees. Enter promo code **MBASA** when applying

6% DISCOUNT
on health insurances

10% DISCOUNT
for builders on first year subscription & 50% discount on first project. Trades receive 10% discount on subscription

SAVE UP TO 15%
off the base rate* for all passenger and commercial vehicle rentals in Australia and New Zealand on a rental for 2 days or more

EXCLUSIVE ACCESS
Hip Pocket Workwear Hilton online shop with special trade pricing

MORE SALES, LESS COST
Attract more customers with flexible, low-rate and affordable payment options.

BECOME A MEMBER TODAY!

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(08) 8211 7466

Website
www.mbasa.com.au

Email
membership@mbasa.com.au

CLICK HERE TO APPLY

RELAX... WE'RE MAKING BUSINESS EASIER

As a member, you will have access to deals, discounts and special offers that can assist in how you operate your business plus additional benefits that help in your personal lifestyles too.

Contact the membership team today and start saving!



EXCLUSIVE ACCESS TO THE MEMBERS SUITE

Master Builders SA Suite is a tailored online business management tool for builders that is included FREE in your membership and exclusive to Master Builders SA members.

The online tool has 4 platforms that our members are able to use and include video demonstrations on how to use the suite plus build your contracts for FREE and more!



CBUS Super is offering Master Builders members a range of investment options with competitive fees, strong long-term performance and flexible insurance cover.

Get the added benefits of an Industry Super Fund that is tailored to the building and construction industry.



As South Australia's leading building and construction association, Master Builders SA is dedicated to delivering the latest training to support residential and commercial sectors.

Master Builders SA looks forward to continuing to support your career, personal and business growth through the training we deliver.

50% OFF TRAINING*

*Master Builders SA training courses



RISE

FREE mentoring and coaching support for anyone working in the building and construction industry.

Support covers include but not limited to; business and financial pressures, managing staff, prioritising workloads, personal wellbeing, returning to work from injuries, apprentice support and more.



LEGAL ADVICE AT MEMBERS RATE

FIRST HALF HOUR FREE

Our in-house legal service team are experienced and ready to provide quality advices at great rates, some services of which are free.



GTO/BORN TO BUILD

Members who are looking to grow their business can hire apprentices for short and long term placements at competitive rates.

Master Builders SA manages all the paperwork such as leave entitlements and superannuation, and arranges trade school with an RTO.



INSURANCE WITH MBIB

Tailored and competitively priced insurance products designed specifically for the building industry. These include but are not limited to Contract Works & Liability, Building Indemnity and Management Liability.





Local service and support

Cbus Super is the leading super fund for the construction, building and allied industries.

With a focus on providing strong retirement outcomes for members and helping employers manage their business superannuation needs, we welcome the opportunity to visit your site or office to provide education sessions and general product advice. To arrange a visit please reach out to Martha Coro.



Contact Martha Coro for your business super needs

Martha Coro – Manager, Employer

 0429 166 785  martha.coro@cbussuper.com.au  cbussuper.com.au

This information is about Cbus Super. It doesn't account for your specific needs. Please consider your financial position, objectives and requirements before making financial decisions. Read the relevant Product Disclosure Statement (PDS) and Target Market Determination to decide if Cbus Super is right for you. Call 1300 361 784 or visit cbussuper.com.au

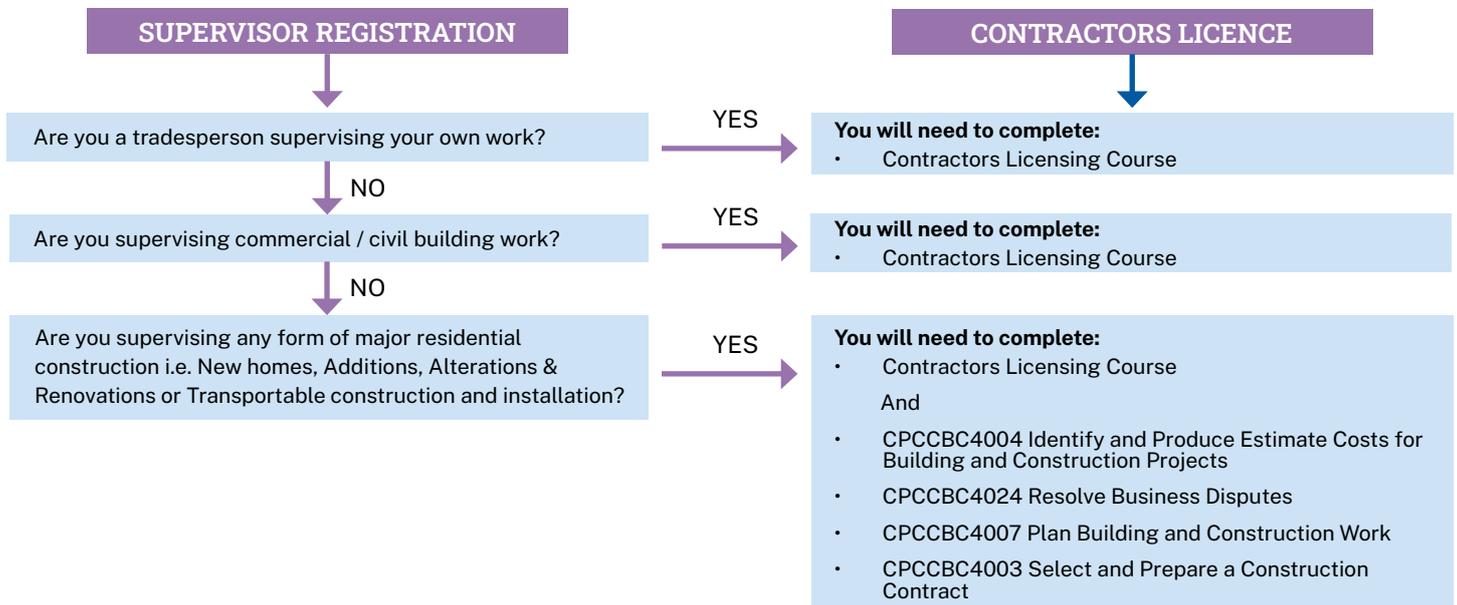
United Super Pty Ltd ABN 46 006 261 623 AFSL 233792 as Trustee for the Construction and Building Unions Superannuation Fund ABN 75 493 363 262 (Cbus and/or Cbus Super).

LICENSING



LICENSING AND REGISTRATION REQUIREMENTS

Use the flowcharts below to determine what Master Builders training you will need to undertake in order to satisfy the current requirements. To apply for supervisor registration, you will also need to demonstrate experience in four residential, commercial or industrial construction projects.



NOTE: If you have completed any of the following qualifications you may not be required to complete the above courses.

- Cert IV in Building and Construction (Building)
- Bachelor of Construction Management & Economics Degree
- Bachelor of Built Environment issued by the University of South Australia
- Contractors Management Program Certificate IV
- Diploma in Building and Construction (Building)
- Business Management for Building 1 (AQF4) & Business Management for Building 2 (AQF5)

RECOMMENDED COURSES FOR BUILDING WORK SUPERVISOR REGISTRATION (RESIDENTIAL)

As a Site Supervisor, your primary responsibility is to oversee and coordinate the daily operations of a work site to ensure that a high level of performance is maintained and that health and safety regulations are adhered to. The following list contains recommended courses to assist in following this career path.

A typical day may involve:

- Interpreting architectural drawings and documents
- Estimating what is needed for a job, including materials, machinery and resources
- Coordinating and managing workers and subcontractors
- Submitting building plans to local authorities
- Purchasing materials and equipment
- Consulting with architects, engineers and other relevant professionals
- Arranging building inspections
- Meeting building legislation requirements and safety and environmental standards

White Card	Page 9
Site Safety & WHS Management	Page 24
Building Codes & Standards – Residential	Page 14
Timber Framing Code	Page 16
Roof Trusses	Page 18
Wet Area Waterproofing (Internal)	Page 17

WHITE CARD CPCWHS1001

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

- CPCWHS1001 Prepare to work safely in the construction industry

PRE-ENROLMENT INFORMATION

- 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 Training Department prior to attending
- Course delivered by First Aid Certification and Training RTO 45473



First Aid Certification & Training
RTO CODE 45473

ENROL NOW

MEMBERS
\$130

NON-MEMBERS
\$150

CONTRACTORS LICENSING COURSE (HYBRID) AVAILABLE FROM JULY 1

Our popular Contractor's Licensing Course is now available in a new Hybrid Format designed to accommodate busy schedules.

If you find it difficult committing to two full weekends, you can now complete the course with just two 4-hour sessions during the week - attend online or in-person.

TOPICS COVERED INCLUDE:

- Legal Requirements and the Building and Construction Industry.
- Managing Small Business Finance in the Building and Construction Industry

ENROL NOW

MEMBERS
\$100.00 CITB Approved
\$700.00 CITB Unapproved

NON-MEMBERS
\$915.00 CITB Approved
\$1,515.00 CITB Unapproved



CONTRACTORS LICENSING COURSE (WEEKEND)

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.

Assessments are to be completed online. Participants will need access to a device, laptop or computer.

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 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:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBERS

\$100.00 CITB Approved
\$700.00 CITB Unapproved

NON-MEMBERS

\$915.00 CITB Approved
\$1,515.00 CITB Unapproved



CONTRACTORS LICENSING COURSE (HYBRID)

This course is designed for those who are preparing to apply for their Building Work Contractors Licence.

Recognised by Consumer & Business Services this course satisfies the training requirement of the Building Work Contractor's Licence.

Successful completion of the Contractors Licensing Course from Master Builders Association SA, comprising:

- **Unit 1 – Legal Requirements and the Building and Construction Industry**
- **Unit 2 – Managing Small Business Finance in the Building and Construction Industry**

The course will also be accepted for the business qualification requirements for plumbing, gas fitting and electrical contractors' licences. As approved under the Government of South Australia, Consumer & Business Services.

You must have sufficient skills in reading and writing English to successfully complete this course. You will need a computer/laptop/phone/tablet, etc connected to the internet as assessments are to be completed online.

DURATION: This course allows flexibility with external reading and assessments. Facilitator support is available via email, phone or face-to-face for ongoing support.

Please note that the enrolment period and or duration, for the hybrid option is a 6 month period.

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBERS

\$100.00 CITB Approved
\$700.00 CITB Unapproved

NON-MEMBERS

\$915.00 CITB Approved
\$1,515.00 CITB Unapproved



SELECT AND PREPARE CONSTRUCTION CONTRACT CPCBC4003

CPCBC4003 Select, prepare and administer 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.

This course is a pre-requisite to:

- CPCBC4007 Plan building and construction work

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: 9 hours

CPD POINTS 9



DATE & TIME:

Click the link below to view scheduled course dates

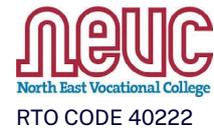
[REGISTER HERE](#)

MEMBERS

\$350.00 CITB Approved
\$770.00 CITB Unapproved

NON-MEMBERS

\$940.00 CITB Approved
\$1,360.00 CITB Unapproved



PLAN BUILDING AND CONSTRUCTION WORK CPCBC4007

CPCBC4007 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.

This course is a pre-requisite to:

- CPCBC4004 Identify and produce estimated costs for building and construction projects

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

CPD POINTS 6

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBERS

\$260.00 CITB Approved
\$580.00 CITB Unapproved

NON-MEMBERS

\$700.00 CITB Approved
\$1,020.00 CITB Unapproved



IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING & CONSTRUCTION PROJECTS CPCBC4004

CPCBC4004 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.

This course is a pre-requisite to:

- CPCBC4024 Resolve business disputes

TOPICS COVERED INCLUDE:

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



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

DURATION: 9 hours

CPD POINTS 9

DATE & TIME :

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$260.00 CITB Approved

\$770.00 CITB Unapproved

NON-MEMBER

\$850.00 CITB Approved

\$1,360.00 CITB

Unapproved



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

DURATION: 6 hours

CPD POINTS 6

DATE & TIME:

Click the link below to view scheduled course dates

RESOLVE BUSINESS DISPUTES CPCBC4024

CPCBC4024 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.

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

MEMBER

\$260.00 CITB Approved

\$640.00 CITB Unapproved

NON-MEMBER

\$700.00 CITB Approved

\$1,080.00 CITB Unapproved

[REGISTER HERE](#)



BUILDING & TECHNICAL

BUILDING CODES & STANDARDS - RESIDENTIAL

If you want to obtain a Building Work Supervisor's Licence as a general builder for residential construction work for Class 1 buildings, 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



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

DURATION: 6 hours

CPD POINTS 6

DATE & TIME

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$190.00 CITB Approved
\$780.00 CITB Unapproved

NON-MEMBER

\$950.00 CITB Approved
\$1,540.00 CITB Unapproved

BUILDING CODES & STANDARDS - COMMERCIAL

If you want to obtain a Building Work Supervisor's Licence for the purpose of constructing commercial and industrial buildings, this course is an ideal starting point. We will expand your knowledge on the legislative requirements for Class 2 to 9 buildings.

TOPICS COVERED INCLUDE:

- Accessing and interpreting the National Construction Code and relevant Australian Standards
- Analysing and applying a range of solutions to construction problems
- Applying fire protection requirements
- Understand requirements for the installation of Essential Safety Provisions



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

DURATION: 6 hours

CPD POINTS 6

DATE & TIME

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$245.00 CITB Approved
\$685.00 CITB Unapproved

NON-MEMBER

\$800.00 CITB Approved
\$1,240.00 CITB Unapproved

BUILDING INSPECTION AND 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

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

DURATION: 2 full days

DATE & TIME

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$640.00 CITB Approved

\$1,480.00 CITB Unapproved

NON-MEMBER

\$1,520.00 CITB Approved

\$2,360.00 CITB Unapproved



TIMBER FRAMING CODE

This comprehensive course is valuable and considered 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 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
- Introduction to the NASH standard for light gauge construction for low rise buildings



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

DURATION: 24 hours

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$600.00 CITB Approved
\$1,100.00 CITB Unapproved

NON-MEMBER

\$1,810.00 CITB Approved
\$2,310.00 CITB Unapproved

CPD POINTS 24

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), with its compliance pathways, and Australian Standards relating to waterproofing of wet areas.

You will learn installation methods, treatment, product application, best practice and recognising defective waterproofing.

TOPICS COVERED INCLUDE:

- Common failures and reasons
- Wet area requirements under the BCA
- AS3740 Waterproofing of wet areas within residential buildings
- Waterproofing membranes
- Component to component capabilities
- What's new in NCC 2022 for waterproofing and external weatherproofing, and the new AS 3740:2021
- Waterproofing systems, elements and surface preparation
- Understanding AS4562.2 External Waterproofing Interpretation



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

DURATION: 7 hours **CPD POINTS 7**

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$340.00 CITB Approved
\$630.00 CITB Unapproved

NON-MEMBER

\$690.00 CITB Approved
\$980.00 CITB Unapproved

ROOF TRUSSES

Increases to mandatory inspection targets, certificates of occupancy are now being required for Class 1 buildings. Insurance companies are increasing documentation requirements to provide cover for claims, so don't be caught short on the "must know" information for correct truss installation and documentation.

The course includes information on the Planning, Development & Infrastructure (PDI) Act, powers of entry, expiation notice process and mandated approval.

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
- 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

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

DURATION: 6 hours

CPD POINTS 6

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$220.00 CITB Approved

\$470.00 CITB Unapproved

NON-MEMBER

\$550.00 CITB Approved

\$800.00 CITB Unapproved



YOUR LEVY, YOUR INDUSTRY

SUPPORTING CONSTRUCTION GROWTH TOGETHER

Levy Payable on projects over
\$40,000 inc GST#

Project Commencement
Pre 1 January 2025*

JAN 2025

1

Levy Payable on projects over
\$100,000 ex GST#

Project Commencement
Post 1 January 2025*

From 1 January 2025, the mandatory CITF Levy applies to construction projects valued at over **\$100,000 excluding GST#**.

WHY THE LEVY MATTERS

The CITF levy isn't just a requirement - it's an investment in the future of the construction industry. **100% of the levy funds go towards supporting industry programs**, including:



Workforce
Upskilling



Subsidised
training
opportunities



Entry-level
programs
and career pathways

NEXT STEPS

Do your part to support a well trained workforce by updating your contracts and informing your clients about the CITF levy.

For more detail, visit
CITB.ORG.AU/LEVY

Terms & Conditions

*Refers to date of development approval (where applicable) or construction commencement.

Visit citb.org.au/levy for detailed project calculation and leviable building & construction activity details.



BLUESCOPE REDEFINES INNER STRENGTH WITH TRUECORE® STEEL.

House frames made with the inner strength of TRUECORE® steel won't shrink or warp over time, helping to keep walls straight, as well as doors and windows from sticking. They are lightweight, easy to work with onsite, fast to install, and their high strength-to-weight ratio makes them suitable for the wide-open spans of modern house design.

Find out the benefits of building with a frame made from TRUECORE® steel at TRUECORE.COM.AU or call 1800 738 576.

Truecore®
THE INNER STRENGTH



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FREE COACHING SUPPORT FOR SOUTH AUSTRALIA'S BUILDING AND CONSTRUCTION INDUSTRY

Whatever your challenge; the stress of running a business, poor work/life balance, returning to work from injury or illness, adjusting to life as an apprentice, or requiring specialised support as a female or First Nations member of the construction industry, *RISE has you covered.*





PEOPLE & SAFETY

WINNER 2024 Renovation or Addition over \$2m
IKON PROJECTS

CRYSTALLINE SILICA SAFETY & COMPLIANCE TRAINING

STAY SAFE. STAY COMPLIANT.

Establish & maintain compliance while protecting yourself and your team from the dangers of Respirable Crystalline Silica (RCS). Our Crystalline Silica & Safety Training provides the knowledge and skills needed to minimise risks and ensure compliance with workplace safety regulations.

TOPICS COVERED INCLUDE:

- Identification of Hazards
- Regulatory Requirements
- Risk Management
- Exposure Standards
- Control Measures
- Adverse Health Effects
- Assessment and Compliance

MEMBER

\$150.00 CITB Approved

\$300.00 CITB Unapproved

NON-MEMBER

\$240.00 CITB Approved

\$390.00 CITB Ineligible

LOCATION: Master Builders SA

Level 1, 47 South Terrace, Adelaide

DURATION: 3 hours

DATE & TIME:

Click the link below to view scheduled course dates



[REGISTER HERE](#)





SITE SAFETY & 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
- Air quality
- Excavation and shoring
- Public safety
- Dealing with conflict in safety
- Psychosocial Hazards
- Industrial Manslaughter

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

DURATION: 15 hours **CPD POINTS** 15

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER

\$560.00 CITB Approved
\$830.00 CITB Unapproved

NON-MEMBER

\$1,100.00 CITB Approved
\$1,370.00 CITB Ineligible



HOW TO CARRY OUT PERFORMANCE MANAGEMENT, TERMINATIONS, REDUNDANCIES AND UNFAIR DISMISSALS

This seminar is aimed to assist employers, managers and human resources managers about how to effectively manage your employees in the following areas:

- Employee misconduct
- Employee Underperformance
- Performance Management
- Termination
- Redundancy
- The concept of reasonable administrative action and how to apply it in a practical context
- Unfair Dismissal/Adverse Action claims

This course will also provide a summary of how to manage these issues effectively and minimise the employers exposure to risk and also the potential consequences if the employer does not follow the correct procedures.

The course is a two-hour session and presented by our highly experienced lawyers in our Workplace Relations Team.

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

DURATION: 2 hours

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

MEMBER
\$200

NON-MEMBER
\$200



MANAGING SEXUAL HARASSMENT, DISCRIMINATION AND BULLYING IN THE WORKPLACE

Sexual Harassment, Bullying and Discrimination is an important issue currently in the workplace. It affects everyone including employers, employees, contractors as well as visitors coming onsite. The new legislation commenced on 6 March 2023 place a positive duty on employers with regard to sexual harassment. This seminar will provide an introduction to these topics and assists members with a general understanding of their obligations.

Participants get the chance to practice what they've learnt in the class room, helping them feel prepared to manage future issues they will face in the workplace.

PARTICIPANTS WILL

- Be provided with an overview of the applicable law and develop an understanding of what workplace sexual harassment, bullying and discrimination means on a practicable level.
- Be given an overview of the obligations for both employers and workers in these areas.
- Understand the complaints process.
- Develop an understanding of what remedies are available for the complainant.
- Be provided with the new legislative changes and an explanation for what this means for employers.

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

DURATION: 3 hours **CPD POINTS 3**

DATE & TIME:

Click the link below to view scheduled course dates

[REGISTER HERE](#)

CITB APPROVED
\$200

CITB UNAPPROVED
\$280





Partner with us

+35,000
workforce

+400
sites across
Australia
& New Zealand

40%
employees work
in regional areas

About Ventia

Ventia is a leading essential infrastructure services provider making infrastructure work for communities across Australia and New Zealand and specialising in the long-term operation, maintenance and management of critical public and private assets and infrastructure.

About AGFMA

Through the AGFMA (Across Government Facility Management Arrangement) Ventia manage over 5000 South Australian government sites across the state. From proactive and reactive maintenance, upgrades and improvements, to larger projects to replace or renovate, we operate across a vast array of facilities from hospitals to schools, office buildings justice facilities, community centres and other public facilities.

We partner with South Australia industry and encourage the use of local supply chain and manufacturing to achieve best outcomes for the communities in which we operate.

AGFMA at a glance

\$350m p.a
contract
value

+5,000
locations across
the state

+1,200
delivery
partners
(businesses)

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delivery
partners
(individuals)



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Master Builders SA provides bespoke training at our premises or your site for a range of courses. Course content can be customised to suit your worksite and nature of work. Contact us today to discuss your training requirements.

WORKPLACE DELEGATES RIGHTS SEMINAR

Our Workplace Delegates Rights Information Seminar is designed to provide participants with an overview of the New Workplace Delegates Rights Legislation and New Delegates Rights Terms contained in Modern Awards and future Enterprise Agreements.

This seminar will give you an insight into the topics covered in the full program including rights, responsibilities and compliance obligations of all parties on Commercial Building and Civil Construction sites.

SITE SAFETY & WHS MANAGEMENT

Gain 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.

SEXUAL HARASSMENT, BULLYING AND DISCRIMINATION AND SEX DISCRIMINATION

Sexual Harassment, Bullying and Discrimination is an important issue currently in the workplace. It affects everyone including employers, employees, contractors as well as visitors coming onsite. The new legislation commenced on 6 March 2023 place a positive duty on employers with regard to sexual harassment. This seminar provides an introduction to these topics and assists members with a general understanding of their obligations.

UNION RIGHT OF ENTRY

This course is delivered utilising our unique combination of classroom style learning, feedback workshops and allows participants to practice in a fully immersive simulated building site.

Learning is reinforced and enhanced in our simulation sessions with a team of highly trained specialist actors. In our safe learning environment, participants will be challenged to demonstrate the importance of effective IR management, negotiation skills and their understanding of your organisation’s Right of Entry procedures.

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What	When		How Much			
Course Name	Dates		MEMBER + CITB	MEMBER NO CITB	NON-MEMBER + CITB	NON-MEMBER NO CITB
Building Codes & Standards - Commercial	Jul	22	\$245.00	\$685.00	\$800.00	\$1,240.00
Building Codes & Standards - Commercial	Sep	11	\$245.00	\$685.00	\$800.00	\$1,240.00
Building Codes & Standards - Commercial	Nov	11	\$245.00	\$685.00	\$800.00	\$1,240.00
Building Codes & Standards - Residential	Aug	6, 7	\$190.00	\$780.00	\$950.00	\$1,540.00
Building Codes & Standards - Residential	Nov	5, 6	\$190.00	\$780.00	\$950.00	\$1,540.00
Building Inspection & Report Writing	Sep	17, 18	\$640.00	\$1,480.00	\$1,520.00	\$2,360.00
CPCBC4003 - Select, prepare and administer a construction contract	Jul	1, 8, 15	\$350.00	\$770.00	\$900.00	\$1,320.00
CPCBC4003 - Select, prepare and administer a construction contract	Oct	14, 21, 28	\$350.00	\$770.00	\$900.00	\$1,320.00
CPCBC4003 - Select, prepare and administer a construction contract	Dec	3, 10, 17	\$350.00	\$770.00	\$900.00	\$1,320.00
CPCBC4004 - Identify and Produce Estimated Costs for Building and Construction Projects	Aug	5, 12, 19	\$325.00	\$585.00	\$877.50	\$1,170.00
CPCBC4004 - Identify and Produce Estimated Costs for Building and Construction Projects	Nov	11, 18, 25	\$325.00	\$585.00	\$877.50	\$1,170.00
CPCBC4007 - Plan Building and Construction Work	Aug	20, 21	\$260.00	\$580.00	\$700.00	\$1,020.00
CPCBC4007 - Plan Building and Construction Work	Oct	15, 16	\$260.00	\$580.00	\$700.00	\$1,020.00
CPCBC4007 - Plan Building and Construction Work	Dec	1, 2	\$260.00	\$580.00	\$700.00	\$1,020.00
CPCBC4024 - Resolve Business Disputes	Jul	23, 24	\$260.00	\$640.00	\$700.00	\$1,080.00
CPCBC4024 - Resolve Business Disputes	Oct	22, 23	\$260.00	\$640.00	\$700.00	\$1,080.00
CPCBC4024 - Resolve Business Disputes	Nov	19, 20	\$260.00	\$640.00	\$700.00	\$1,080.00
Crystalline Silica Safety & Compliance Training	Jul	7	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Jul	14	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Jul	21	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Jul	28	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Aug	4	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Aug	11	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Aug	18	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Aug	25	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Sep	1	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Sep	8	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Sep	15	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Sep	24	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Sep	29	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Oct	13	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Oct	20	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Oct	27	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Nov	3	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Nov	10	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Nov	17	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Nov	24	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Dec	1	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Dec	8	\$150.00	\$300.00	\$240.00	\$390.00
Crystalline Silica Safety & Compliance Training	Dec	15	\$150.00	\$300.00	\$240.00	\$390.00

What	When		How Much			
Course Name	Dates		MEMBER + CITB	MEMBER NO CITB	NON-MEMBER + CITB	NON-MEMBER NO CITB
How to carry out Performance Management, Terminations, Redundancies and Unfair Dismissals	Aug	12	\$200.00	\$200.00	\$200.00	\$200.00
How to carry out Performance Management, Terminations, Redundancies and Unfair Dismissals	Nov	4	\$200.00	\$200.00	\$200.00	\$200.00
Managing Sexual Harassment, Discrimination and Bullying in the Workplace	Aug	15	\$200.00	\$280.00	\$200.00	\$280.00
Managing Sexual Harassment, Discrimination and Bullying in the Workplace	Nov	7	\$200.00	\$280.00	\$200.00	\$280.00
Master Builders SA Contractor's Licensing Course (Face-to-Face)	Jul	12, 13, 19, 20	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Face-to-Face)	Aug	16, 17, 23, 24	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Face-to-Face)	Oct	11, 12, 18, 19	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Face-to-Face)	Nov	8, 9, 15, 16	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Face-to-Face)	Dec	6, 7, 13, 14	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Hybrid)	Jul	22, 29	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Hybrid)	Aug	25, 1 (continues into September)	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Hybrid)	Oct	13, 20	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Hybrid)	Nov	3, 10	\$100.00	\$700.00	\$915.00	\$1,515.00
Master Builders SA Contractor's Licensing Course (Hybrid)	Dec	9, 16	\$100.00	\$700.00	\$915.00	\$1,515.00
Roof Trusses	Aug	27, 28	\$220.00	\$470.00	\$550.00	\$800.00
Roof Trusses	Oct	29, 30	\$220.00	\$470.00	\$550.00	\$800.00
Site Safety & WHS Management	Aug	26, 2 (continues into September)	\$560.00	\$830.00	\$1,100.00	\$1,370.00
Site Safety & WHS Management	Dec	2, 9	\$560.00	\$830.00	\$1,100.00	\$1,370.00
Timber Framing Code	Jun	5, 12, 19, 26, 3, 10, 17, 24 (continues into July)	\$600.00	\$1,100.00	\$1,810.00	\$2,310.00
Timber Framing Code	Sep	4, 11, 18, 25, 2, 9, 16, 23 (continues into October)	\$600.00	\$1,100.00	\$1,810.00	\$2,310.00
Wet Area Waterproofing	Jul	30, 31	\$340.00	\$630.00	\$690.00	\$980.00
Wet Area Waterproofing	Oct	28, 29	\$340.00	\$630.00	\$690.00	\$980.00
Wet Area Waterproofing	Dec	3, 4	\$340.00	\$630.00	\$690.00	\$980.00
White Card	Jul	9	\$130.00	\$130.00	\$150.00	\$150.00
White Card	Aug	6	\$130.00	\$130.00	\$150.00	\$150.00
White Card	Sep	10	\$130.00	\$130.00	\$150.00	\$150.00
White Card	Oct	8	\$130.00	\$130.00	\$150.00	\$150.00
White Card	Nov	12	\$130.00	\$130.00	\$150.00	\$150.00
White Card	Dec	4	\$130.00	\$130.00	\$150.00	\$150.00



BECOME A MEMBER OF MASTER BUILDERS SA

Master Builders Association of South Australia Inc (MBASA) was established in 1884 as the peak body representing South Australia's building and construction industry. We are proud to say we are the largest membership association in the State servicing all builders and contractors.

Our role is to support and represent you! This encompasses training, apprentices, development and technical advice, insurance, advocacy and access to a range of benefits and discounts.

Interested in becoming a member? Contact our Membership team on **8211 7466** or at membership@mbasa.com.au.

A QUICK GUIDE TO GET YOU STARTED



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Master Suite gives you access to contracts and safety templates.



Get your licence through us

Attend our Contractors Licensing Course and other mandatory courses to apply for your licence.



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Our latest Training Course Guide is available on our website. Access special rates on courses specifically for the building and construction industry.



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We'll share with you all the latest news, discounts, policy updates, courses, plus invites to our member events via email, our website or social media.



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If you're thinking of taking on an apprentice, be sure to speak to us first. We have apprentices ready to go in a wide range of trades.



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We have a wide variety of suppliers that offer discounts to our members, including Telstra, Association Discount, CBUS Super, MBA Insurance Services, legal and financial advice.



Look out for SA Builder

Our member's magazine is produced quarterly and is mailed out and available on our website.

There'll be new offers, tips, products and news from us, our suppliers, members and industry bodies.

Master Builders SA

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e buildsa@mbasa.com.au
w mbasa.com.au



SCAN ME



MASTER BUILDERS SA
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ENROLMENT & CANCELLATION POLICY

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 (<https://mbasa.com.au/>).

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 participant – a participant requests the cessation of their course enrolment
- Participant – 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 training@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 Training 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, available from the Master Builders SA website.
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. All certification documents (certificates, including results) will only be issued on receipt of the full invoiced fee and the condition the Master Builders SA member or non-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 training 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 approved CITB Number at the time of enrolment.
- Where a approved 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 approved CITB Number at the time of enrolment.
- Where a approved 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

LANGUAGE LITERACY NUMERACY 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

Language Literacy and Numeracy 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 your 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

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