



## Online CPD Course Outlines

## Basic Contract Formation

- Who are the Parties?
- The Basic Principles of Contract Law (Offer, Acceptance and Consideration)
- Other factors affecting a Contract
- Agency Law
- Samples Questions and Answers

## Contract Performance and Breach

- Terms of the Contract
- Performance and Breach
- Termination by Performance
- Terms of the Contract
- Mutual Termination
- Common Law
- Repudiation
- Damages
- Cost of Rectification
- Difference in Value

## Housing Window Compliance

- Legal issues and defects
- Compliance
- Ordering
- Installation
- Responsibilities and Warranties
- Advice to Clients
- Safety Devices

## Liability of Building Professionals

- Liability in Contract
- Liability under the Law of Negligence
- Liability under Statute
- Reliance on Specialists and Delegation
- Damages
- Shared Responsibility

## Workplace Bullying

- The Nature of Bullying (what is it, how can it occur, who is at risk etc)
- Preventing Bullying
- Dealing with Bullying
- Consequences of Bullying
- Sample Checklist for Employers
- Sample 'No Bullying' Policy

## Workplace Health and Safety

- Work Health and Safety Overview
- What must I do to comply with OHS laws?
- Consultation
- Risk Management
- WHS Management System
- Other Important Issues
- Ceasing Unsafe Work and Provisional Infringements Notices (PINs)

## Debt Recovery for Builders

- Identifying the Parties
- Letter of Demand
- Commencing Legal Action
- Service
- Judgment
- Enforcing the Judgment
- Tribunals

## Employment Law Basics

- Hiring Employees (Discrimination, Background Checks and Medical Examinations)
- Offering Employment
- During Employment
- Termination of Employment
- Sample Employment Agreement

## Summary of the Fair Work Act

- Overview of the current Industrial Relations system
- National Employment Standards (NES)
- Modern Awards
- Enterprise Agreements
- Record Keeping Requirements
- Right of Entry by Trade Unions
- Termination of Employment
- Transfer of Business

## SubContractors and the Law

- Is the person a Sub-Contractor or an Employee?
- What are the risks if a person is deemed to be an employee by law?
- What can a builder do to protect his sub-contractors from being deemed employees?
- If I engage genuine sub-contractors, what should I look out for?
- Liability for performing defective work
- Security of Payment Act

## Financial Management

- Financial Information Requirements
- Financial Budgets and Projections
- Secure Business Capital
- Tax Obligations
- Key Performance Indicators (KPIs)
- Developing Financial Procedures
- Monitoring Financial Performance
- Calculating Financial Ratios
- Reviewing your Financial Plan

## Project Estimating in Home Building

- Introduction
- Concepts (Estimating, Bill of Quantities etc)
- Annual Productivity
- Cost of Direct Labour
- Variations

## Building Contract Administration

- What is Contract Administration?
- Role of the Contract Administrator
- Effective Contract Administration
- Contract Administration for the Residential Builder
- The Builder Administering the Contract
- Definitions

## Construction Management Tips

- How to succeed and fail as a Project Manager
- Construction Management Functions
- Negotiation
- Avoiding the Dispute
- Conflict

## BCA Summary for Builders

- Complying with Building Codes
- Australian Standards
- Building Classifications
- Fire Resistance and Safety

## Project Tendering Tips

- The Tender Process
- Identify your Niche
- Website and Emails
- Capability Statement
- Company Profile
- Explore Tender Opportunities
- Identifying a tender opportunity
- Planning the Tender
- Preparing the Tender
- Tender Evaluation – Award or Decline

## Summary of the Home Building Act

- What is 'residential building work'?
- Licensing
- Contract Requirements
- Statutory Warranties
- Home Warranty Insurance
- Performing work for an Owner Builder

## Construction Systems

- Choosing a Construction System
- Thermal Performance and Construction Systems
- High mass systems
- Lightweight systems
- Mixed mass systems
- Construction System Elements
- Footing Systems
- Floor Systems
- Wall Systems
- Roof Systems
- Other Construction System Consideration
- Rule of Thumb for Choosing a Construction System

## Home Building Contracts

- Lump-sum and Cost-plus Contracts
- Contract Requirements
- Statutory Warranties
- Mandatory Conditions
- Performing work for an Owner Builder
- Home Warranty Insurance requirements
- Dealing with Home Building Contract disputes

## Security of Payment Laws

- What is covered under Security of Payment Laws?
- Right to Progress Payments
- What if a contract states that 'you will get paid when I get paid'?
- What type of work can I claim a progress payment for?
- What amount can I claim as a progress payment?
- When is the progress payment actually due?
- What is the procedure for claiming a progress payment?
- After a Payment Claim has been given, what options does the Respondent have?
- What is adjudication?

## Energy and Lighting

- Lighting
- Design for light
- Daylighting design aspects
- Electric lighting design aspects
- General/ambient lighting
- Task/accent lighting
- Choosing lamps (colour of light)
- Expand your definition of cost
- Switches and controls
- Lamp technology selection summary
- Regulations
- Minimum Energy Performance Standards
- Building Code of Australia
- Top 10 steps to lighting

## Building Sustainability

- Customers
- Thermal Performance
- Electrical Efficiency
- Water Efficiency

## Project Management

- What is a Project?
- What is Project Management?
- Why use a system of Project Management
- Core Project Management Process
- Project Stakeholders
- Project Management Principles
- The nine elements of Project Management

## Business Document Preparation

- This Online Course covers preparing effective business documents when running a building business for purposes such as preparing a formal tender, correspondence between yourself and a client, preparing reports relating to the condition of building works, and preparing documents that relate to a dispute between yourself and a client or former client (such as NCAT proceedings).

## Safety Hazards Onsite – Part 1

- Trenches and Excavations
- Dusts
- Electricity
- Head Injuries
- Falls
- Ladders & Scaffolding
- Explosive Powered Tools
- Bad Backs
- Noise
- Eye Injuries
- Skin Cancer
- Chemicals & First Aid
- Report Accidents and Dangerous Occurrences
- Other Considerations

## Resolving Home Building Disputes

- Dispute Avoidance
- Main areas of dispute in home building matters
- Standard contract clauses that deal with potential disputes
- Dispute resolution clauses
- Strategies that can be used to void disputes with clients
- Processing oral / written complaints
- Minimising disputes
- Additional strategies
- Courts and Tribunals
- Alternate dispute resolution

## Tips on Playing the Building Game

- The Tender Process
- Identify your Niche
- Website and Emails
- Capability Statement
- Company Profile
- Explore Tender Opportunities
- Identifying a tender opportunity
- Planning the Tender
- Preparing the Tender
- Tender Evaluation – Award or Decline

## Safety Hazards Onsite – Part B

- Prevention of Falls
- Moving Plant
- Electrical Safety
- Formwork
- Asbestos

## Tax Basics for Small Business

- Income Tax
- PAYG System
- Fringe Benefits Tax (FBT)
- Goods and Services Tax (GST)
- Payroll Tax
- Stamp Duty
- Land Tax

## Workers Compensation Basics

- Legal Requirement to have Insurance
- How are premiums calculated?
- Who is covered under Workers Compensation Insurance?
- When is a worker covered under Workers Compensation Insurance?
- What do I do if a worker is injured?
- What is a worker entitled to under Workers Compensation Insurance?
- How can I lower my Workers Compensation Insurance premiums?
- Checklist for Employers

## Heating & Cooling

- Heating and cooling
- Heating
- Energy choices
- Central vs space heating
- Central heating
- Ducted air
- Hydronic systems
- In-slab floor heating
- Central heating systems compared
- Space heating
- Electric heaters
- Gas heaters
- Wood and other solid fuels
- Space heating systems compared
- Heat shifters
- Solar air heaters and heat recovery
- Micro-cogeneration systems
- Cooling
- Mechanical cooling devices
- Cooling systems compared
- Cooling system operating tips
- Practical tips for heating and cooling

## Pre-cast Concrete

- Performance summary
- Appearance / Structural capacity
- Thermal mass / Insulation
- Fire and vermin resistance
- Durability and moisture resistance
- Environmental impacts
- Embodied energy
- Reuse and recycling
- Transport / Buildability, availability and cost
- Typical domestic construction
- Off-site precasting
- Tilt-up or on-site construction
- Design and detailing
- Panel sizes / Casting
- Formwork / Openings
- Transport / Erection
- Safety issues
- Footings / Fixings
- Joints and connections

## Cladding Systems

- Performance considerations
- Appearance
- Environmental Impacts
- Embodied Energy
- Structural Capability
- Insulation
- Thermal Mass
- Sound Insulation
- Vermin resistance
- Regulatory Standards
- Condensation Detailing
- Cladding options
- Reconstituted timber products
- Fibre cement
- Brick
- Timber weatherboards: vertical and horizontal
- Plywood sheeting
- Steel
- Aluminium
- Composite materials
- Innovative eco-preferred cladding products
- Vinyl

## Window Glazing

- Glazing and thermal performance
- Choosing the right window
- Compliance
- Thermal properties of glazing
- Types of glazing
- Films
- Frames
- Window furnishing
- Specifying and documentation
- Window Energy Rating Scheme
- Design considerations

## Thermal Mass

- What is Thermal Mass?
- How Thermal Mass works – Winter / Summer
- Where and How to Use Thermal Mass
- Where not to locate thermal mass
- Properties of Thermal Mass
- Classifying Thermal Mass
- Temperature Swing and Time Lag
- Location of Thermal Mass
- Contact with the Ground
- Concrete Slab on Ground
- Earth Bermed Walls and Earth Covered Roof
- Single Level versus Two Storeys
- Thermal Mass Checklist

## Masonry Matters

- Brickwork and blockwork
- Insulation
- Clay and concrete brickwork
- Blockwork
- Performance summary
- Vermin resistance
- Durability and moisture resistance
- Environmental impacts
- Buildability, availability and cost
- Typical domestic construction
- Finishes

## Safe Work Method Statements

- WHS Management Plans
- What is a Safe Work Method Statement (SWMS)?
- What is the need for a SWMS?
- What is the law regarding SWMS?
- Penalties for Non-compliance
- Responsibilities of preparing SWMS
- Availability of generic SWMS
- Compliance, review and retention of SWMS

## Insulation Basics

- Choosing insulation
- Insulation types and their applications
- Insulation levels for your climate
- Where to install insulation
- Adding insulation to existing buildings
- Ceilings and roofs
- Floors
- Air leakage
- Properties and uses of common insulation types

## Insulation Installation

- Installation tips
- Health and safety tips
- Installation details
- Roof and ceiling insulation
- External wall insulation
- Framed walls
- Floor insulation



## Orientation Design

- Principles of good orientation
- Choosing the best orientation
- Orientation for passive heating
- The site
- The house
- Checklist for designing a new home or renovating
- Checklist for choosing a project home
- Checklist for choosing a unit
- Orientation for cooling dominated climates
- The site
- The house
- Checklist for designing a new home or renovating
- Checklist for choosing a project home
- Checklist for choosing a unit
- Orientation for challenging sites
- Small lot housing

## Concrete Slab Flooring

- Different types
- Benefits of concrete slabs (thermal comfort and durability)
- Design issues
- Finishing
- Additional heating
- Structural issues
- Embodied energy and life cycle
- Low embodied energy cements
- Lowered embodied energy with recycled content
- Demolition and recycling

## Home Shading

- Shading
- General guidelines for all climates
- Calculating sun angles
- Fixed shading
- Eaves
- Varying the rule of thumb
- Louvres
- Adjustable shading
- Climate specific responses
- Using plants for shading
- Shading and daylight