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INTRODUCTION

Licensed builders are required to undertake Continuing Professional Development (CPD) as a condition of their licence renewal.

ABE Education, with the assistance and advice of industry experts, have developed a series of CPD modules to provide contractors with a comprehensive and practical information guide to improve building standards and professionalism in the industry.

There are a broad range of industry-specific CPD programs available, each offering a different number of CPD points. Points attained for the each module/topics will depend on your state’s CPD requirements.

All modules are completed online from the comfort of your home or office, and from any location. Upon completion, you will promptly receive a record of their training.
BUSINESS ADMINISTRATION AND MANAGEMENT

Module outline

In order to become a successful builder, it is important to adequately plan business operations including setting up the business through to ensuring processes are in place to plan and monitor projects. This CPD Module covers the essential requirements of setting up a business, planning projects, scheduling, monitoring & reporting, programming, & report writing.

The module consists of two topics covering the following areas:

- **Topic 1 – Planning your business & your work**
  - Business plans
  - Establishing contracting relationship
  - Registering and paying for GST
  - Tax invoices
  - Independent contractors and employees
  - Incorporating your business
  - Personal services income tax
  - Business activity statement
  - Payroll tax
  - Taxable payment reporting
  - Useful contacts
  - Initial construction planning
  - Record keeping
  - Photographs and dilapidation report

- **Topic 2 – Programming & report writing**
  - Programming techniques
  - Bar/gantt chart
  - Planning
  - Estimating
  - Scheduling
  - monitoring and controlling
  - Resheduling
  - Job changes

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- Extension of time
- Preparing a report
- Basic report
- Memorandums
- Letter report
- Formal report
- Formal letter writing
COMMUNICATION AND CONFLICT MANAGEMENT

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Module outline

Communication, negotiation and conflict management skills are essential in the building industry. These skills will help land a contract and prevent disputes from escalating and becoming a costly and time consuming activity. This module covers the importance of effective communication, the different types of negotiation styles and their outcomes, and provides some helpful tips on how to avoid and deal with conflict on the job.

The module consists of two topics covering the following areas:

- **Topic 1 – Communication & customer service**
  - Advertising and first impressions
  - Customer service
  - The communication process
  - Communication barriers
  - Mannerisms, voice and eyeballing
  - Effective listening
  - Email communication
  - Lead-up meetings
  - Progress meeting
  - Meeting minutes

- **Topic 2 – Negotiation, conflicts & disputes**
  - The negotiation process
  - Negotiation strategies and outcomes
  - Elements of negotiation
  - Unfair practices when negotiating
  - What to do when negotiate fails
  - Causes of conflicts and disputes
  - Conflict resolution and disputes
  - Complaint management
  - Dispute avoidance
  - Dealing with complaints and building disputes
  - Security of payment laws
FUNDAMENTALS OF CONTRACTS

STATE SPECIFIC REQUIREMENTS

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Module Outline

A contract is the most important document in a building project and in most cases it is a legal requirement. Depending on how it is put together, a contract can either save time and money or cause a lot of grief. It is therefore important that contracts and their terms are understood by all. This module addresses the basics of contracts including contract law, common types of contracts, the terms of contracts, essential documentation associated with contracts and essential contract definitions.

The module consists of two topics covering the following areas:

- **Topic 1 – Introduction to contracts**
  - Contract law
  - Requirements to make a valid contract
  - Agreement
  - Intention
  - Consideration
  - The scope of the contract
  - Contract terms
  - Unfair terms
  - Classification of terms
  - Contract terms definitions

- **Topic 2 – Contract types, documentation & administration**
  - Types of contracts
  - Contract documentation
  - Before signing a contract and the Contract checklist
  - Contract administration
  - Variations
  - Extension of time
  - Suspension of works
  - Site access
  - Ending a contract
SUSTAINABLE BUILDING

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Module Outline

Sustainable building is becoming increasingly popular. Individuals are realising that they can minimise their environmental footprint and still live comfortably and at less cost by adhering to some important principles. This module addresses the importance of sustainable building, provides practical advice, and through the use of short videos on glazing, insulation, orientation, shading, solar energy, thermal mass, ventilation and water, provides information and tips on how to build a sustainable home.

The module consists of three topics covering the following areas:

- **Topic 1 – Sustainability & the government**
  - Climate change
  - Adapting to climate change
  - Energy efficiency
  - National construction code
  - Industry initiatives
  - Energy ratings
  - Tools for sustainability
  - Sustainable building case studies

- **Topic 2 – Sustainable building design**
  - House orientation and positioning
  - Passive solar design
  - Thermal mass
  - Reverse brick veneer
  - Insulation
  - Shading
  - Cooling and ventilation
  - Importance of window selection

- **Topic 3 – Energy and water management**
  - Energy management
  - Heating and cooling appliances
  - Energy efficient appliances
  - Solar energy
- Lighting options
- Water management
- Gardens and wastewater
- Saving water indoors
- Garden design considerations
- Pools and sources of water loss
- Pool regime
- Pool cleaning and heating
WORK HEALTH AND SAFETY

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Module Outline

Due to the nature of the tasks performed on a construction site, Work Health and Safety (WHS) is of utmost importance. The construction site is laden with risks which can cause serious and in some cases fatal accidents. This module addresses WHS legal requirements, WHS in construction, common WHS issues, how to maintain a safe workplace and important WHS documentation.

The module consists of three topics covering the following areas:

- **Topic 1 – Compliance & legislation**
  - Work Health and Safety Harmonisation
  - Breaches, fines & penalties
  - Licensing requirements
  - First aid regulation
  - Managing safety in the workplace
  - Hazards, risks and control measures

- **Topic 2 – The 5 key areas of construction WHS**
  - Construction fall prevention
  - The risks posed by moving plant
  - Electrical safety
  - Formwork safety
  - The risks posed by asbestos

- **Topic 3 – Safety documents & common WHS issues**
  - Safe Work Method Statements (SWMS)
  - Safety Data Sheet (SDS)
  - Hazardous Substances
  - Manual Handling
  - Noise
  - Lead in Building
  - Mould in Buildings
  - Personal Protective Equipment
  - Emergency Procedures
TERMITE MANAGEMENT FOR BUILDERS

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Module Outline

Termite damage can be devastating. It is important to understand termites in order to construct termite resistant buildings including detection and prevention mechanisms. This CPD program addresses the legislative requirements for termite risk management for builders and deals with termite identification, termite resistant materials and barrier systems, high-risk sites, termite management and how to address an active termite infestation in a building.

The module consists of two topics covering the following areas:

- Topic 1 - Introduction to termites
  - Termite identification and behaviour
  - Termite risk management and the BCA
  - Termite resistant materials
  - Termite barrier systems
  - Termite resistant construction, design and materials
  - Reducing termite risk in the surrounding area
  - Termite management notice requirements
  - Other statutory and legal requirements and state or territory specific requirements
  - Termite management standards AS3660.1, AS3660.2 and AS3660.3
  - High-risk sites
  - Avoiding footing and drainage problems
  - Avoiding problems with tree roots

- Topic 2 – Termite management for builders
  - A step-by-step termite management process
  - Assess the site risks
  - Assess the design risks
  - Select an appropriate termite management system
  - Install the system correctly
  - Prevent problems during landscaping, paving and site works
  - Hand over to the building owner
  - How to address active termite infestation
Module Outline

Window styles and types can often be considered one of the least important aspects of a building project in comparison to some of the other important elements. However the correct selection of windows plays an important part in comfortable living and sustainable building. This module covers window glazing, frames, thermal performance, shading, ventilation, noise, compliance requirements & window installation.

The module consists of two topics covering the following areas:

- **Topic 1 – A guide to effective window design and performance**
  - Glass thickness
  - Toned glass
  - Low-emissivity glass
  - Laminated glass
  - Insulated glass units or double glazing
  - Secondary glazing
  - Films
  - Materials
  - Conduction
  - Solar Heat Gain Coefficient
  - Angle of incidence
  - How conduction, SHGC and angle of incidence work together
  - Thermal bridging
  - Thermally broken windows
  - The Window Energy Rating Scheme
  - Shading
  - Daylight illumination
  - Ventilation and window openability
  - Noise
  - Weathertightness and condensation
• Topic 2 – A guide to compliance, legislation & installation
  o Wind loads for the site and type of construction
  o Selecting windows that meet site requirements
  o Thermal comfort requirements and energy values
  o Assigned bushfire attack level
  o Verification or validation documents
  o BCA manufacturing provisions for windows
  o The Window Energy Rating Scheme
  o Requirements for strata schemes and landlords
  o Care of windows before installation
  o Correct installation of frames
  o Correct installation of flashing
  o Care of windows after installation
  o Installing windows in lightweight walling systems
  o Non-weathertight windows, doors or door frames
  o Defective door handles, locks or latches
  o Defective operation of windows or doors
  o Bowed window heads, sills or jambs
  o Defective flashings
  o Defective glazing
NSW BUILDING AND THE LAW

Module Outline

In order to stay in the job and to avoid fines and litigation, it is important to know exactly what the law mandates. Ignorance of the law excuses no one. Learn about important legal issues such as security of payment, the basics of contracts, the building code of Australia, the home building act & employment law.

The module consists of four topics covering the following areas:

- **Topic 1 – Security of Payments**
  - The Security of Payment Act and how it works
  - The Act and construction contracts
  - The Act and the adjudication process
  - Key documents and steps in the security of payment process
  - Enforcing determinations
  - Terms and definitions within the Act
  - Security of payment contacts

- **Topic 2 – The Building Code of Australia**
  - Australian Standards
  - Home Building Act warranties
  - Common breaches of BCA requirements
  - Certification of residential building work
  - Litigation and complaints
  - The Building and Construction Industry (Fair and Lawful Building Sites) Code 2014

- **Topic 3 – NSW Home Building Act**
  - What the Act is and does, and what it applies to
  - Residential building contracts
  - Contractor licenses
  - Licence suspension, cancellation and review
  - Home Building Act warranties
  - Home warranty insurance
  - Building disputes and claims
  - Disciplinary proceedings and actions

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• Topic 4 – Employment Law
  o The *Fair Work Act* and the national workplace system
  o National Employment Standards
  o The national minimum wage
  o ‘Modern awards’
  o Enterprise agreements
  o Individual flexibility arrangements
  o Transfer of business arrangements
  o General protections and workplace rights
  o Termination of employment
CONTACT DETAILS

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