



Builders
CPD
Online

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

Guide to Building Defects – Part 1

- General Defects
- Concrete Paving
- Footings and Slabs
- Masonry
- Framing

Guide to Building Defects – Part 2

- Framing
- Roofing
- Plumbing
- Guttering Systems
- Windows, Doors and Floors
- Plastering & Rendering
- Internal Fixing
- Wall and Floor Tiling

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
- NCAT - Home Building Division

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
- Home Warranty Insurance
- 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

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

Building Sustainability

- Customers
- Thermal Performance
- Electrical Efficiency
- Water Efficiency

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?

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

Safety Hazards Onsite – Part B

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

Running a Small Building Business

- Choosing a Business Structure
- Business Names
- GST
- Licensing
- Insurances
- Employment Requirements
- Contract Requirements
- Statutory Warranties
- Building Disputes

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).

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

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

Safety Hazards Onsite – Part B

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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

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

Waterproofing Basics

- Proprietary Membranes (AS / NZS 4858, Acrylic, Urethane, Sheet, Pre-Fabricated Trays)
- BCA Requirements
- Strip Drains (Stormtech, Strip Grate)
- Other Products

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

Tax Basics for Small Business

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