

ENROLMENT FORM

IMPORTANT Please read the following before sending in your enrolment form:

1. Please complete all relevant sections of this form. If the course you wish to enrol in is a nationally recognised unit or qualification, you will need to complete the AVETMISS DETAILS form, which can be found in the back section of the HIA Training Directory or as separate document provided to you by your local HIA Training Services team.
2. Please source a copy of the Student Handbook from the HIA website hia.com.au or from your local HIA office. This Handbook provides you with detailed information on the HIA Code of Practice, Code of Ethics, student rights and responsibilities and more.**
3. Lodge your completed form at your local HIA Training Services office.
4. All enquiries should be directed to HIA Training Services on 1300 650 620.

PRIVACY STATEMENT Information is collected by HIA Training Services is used, stored and disposed of in accordance with the National Privacy Principles as set out in the Commonwealth Privacy Act 1988. Information that is provided to HIA Training Services may be covered by the Freedom of Information Act 1992. This information may also be used for the purposes of confirming an applicant's details (as required).

SECTION 1: COURSE DETAILS

Enter the name of the course you wish to register for:

Course name

Course date

SECTION 2: APPLICANT DETAILS

Full legal name*

Preferred name

HIA Member Number

CITB Number (applicable to SA only)

Email

Postal address

Suburb State Postcode

Contact number Mobile number

Date of birth Male/Female

Do you have any reading or writing issues that you may require assistance with?

Have you undertaken any prior training that may count towards this course?

SECTION 3: PAYMENT

Payment amount:

Payment method: ☐ Credit Card ☐ Cheque / Money order ☐ Cash

For cash, cheque or money order – please present to HIA Training Staff with this form.

For credit card payment, see below.

Card type ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Card number Expiry date

Card holder's name

Card holder's signature

CANDIDATE DECLARATION

I hereby agree to pay all fees and charges applicable to and arising from this enrolment. I declare I have read, understand and agree to abide by the contents of the HIA Student Handbook. I authorise HIA to release information regarding my enrolment to any Government Department and other parties when HIA is legally obliged to do so. I declare that the information supplied on this enrolment form is correct and complete. I was adequately informed of the requirements and expectations of the course prior to enrolment.

Signed:

Date:

TERMS + CONDITIONS OF REGISTRATION

PAYMENT OF COURSE FEES

Payment must accompany the course enrolment form for enrolment to be processed.

HIA member prices are available to all member types except Student and Retired, and also for members paying for employees' training. Member prices are not available for members to pay for sub contractors (White Card and Test & Tag excepted).

CANCELLATION OF REGISTRATION, OR TRANSFER OF REGISTRATION, AND FAILURE TO ATTEND COURSE

HIA requires written notice of cancellation or transfer of a course registration.

Where less than five (5) working days written notice of cancellation or transfer has been received: No refund will be given but the registration may be transferred to another course with a \$20.00 administration fee charged.

Where five (5) or more working days written notice of cancellation or transfer has been received: A request can be made for either:

- a) a full refund of course fees; or
- b) a transfer to another course.

Failure to attend a course or withdrawal from a course after course commencement: In these cases, no refunds of course fees are possible except in extenuating circumstances at the discretion of the Regional Training Manager. Extenuating circumstances include health reasons and matters pertaining to immediate family/loss of job – in either case, a request must be submitted in writing, and supporting evidence may be requested. Requests submitted will be reviewed and notification of the outcome of the request will be made within two (2) working weeks.

Note: Approved refunds will generally be processed within thirty (30) days. Any course materials issued prior to a course commencement date must be returned in an unmarked and usable condition for a full refund or the cost of those materials will be deducted from the refund.

SUBSTITUTION OF COURSE PARTICIPANT

Substitution of a course participant can be made at any time prior to the start of the course. Notification of this change should be directed to HIA Training Services as soon as possible to ensure the replacement is registered. If claiming CITB funding, a valid individual CITB number must accompany the request or the difference in fees will be charged. (applicable to SA only)

COURSE POSTPONEMENTS/ CHANGE OF DATES

HIA reserves the right to postpone a course to an alternative date. All registered participants affected by such a postponement will receive a full refund or be offered the opportunity to transfer to the next available course.

GUARANTEE OF COURSE COMPLETION

HIA guarantees that upon commencement of a course that the student will be able to complete the course or assessment service that they registered for. In the event that this is not possible, the student will receive a refund for the proportion of services not delivered by HIA.

STUDENT HANDBOOK**

The *Student Handbook* provides detailed information on HIA's Code of Practice and Code of Ethics, student rights and responsibilities, HIA's complaints and appeals policy, procedure and associated forms. The Student Handbook is available from your local HIA office or online at hia.com.au/Training.aspx – click on "Enrolment Information". You must read this document prior to registering for a course.

RECOGNITION OF PRIOR LEARNING

HIA recognises that people gain knowledge through a range of ways including on the job experience and formal and informal courses. If you believe you already have the skills and knowledge that meet the requirements of a HIA course, please contact HIA Training Services **BEFORE ENROLLING IN THAT COURSE**. Recognition may reduce your costs (by up to 50%) and your time commitment.

FULL LEGAL NAME FOR PARCHMENTS*

You must enrol using your full legal name as all Parchments must be issued in this name. Most State and Territory Licensing Boards will require legal names on qualifications. HIA will reprint parchments and White Cards at no cost when the mistake is due to HIA administration; however, if the incorrect name has been supplied on the enrolment form, you will be liable for a \$20 reissuance fee. Incorrect originals must be surrendered to the HIA and all certificates will be reissued with a note regarding the change.



**training
services**

GreenSmart® professional

an HIA building & construction short course



what's it all about?

GreenSmart is a registered brand of the HIA. The GreenSmart® program is a voluntary initiative and aims to encourage a mainstream application of the benefits of environmentally responsible housing.

GreenSmart® Professional training provides you with environmental awareness and skills for more sustainable residential design and construction.

HIA members who successfully complete the training will establish their status as an accredited HIA GreenSmart Professional. They will be provided with the GreenSmart Professional logo, information and material to promote their GreenSmart professional principles in the marketplace.

As GreenSmart Professionals, HIA members have the ability to register themselves on the www.tradebuild.com.au website.

Non members of HIA who attend the training will gain GreenSmart awareness and skills, and will receive a Statement of Completion.

what will I learn?

You will gain an understanding of:

- Global and Local context of sustainable development
- Thermal performance
- Passive solar design and natural ventilation
- Design and operational issues for water and energy efficiency
- Selection of water and energy efficient appliances
- Marketing sustainable housing to clients



who should attend?

The course is suitable for builders and designers, however anyone with a passion to increase their knowledge in the area of sustainable housing will benefit from undertaking this course and network with other participants.

what do I need before I start?

To start this program, you must have:

- To start this program, you must have:
- Good English reading, writing, listening and communication skills (training is delivered in English)
- Knowledge of building terminology and practices

You can check your knowledge and find out about courses by contacting HIA Training on 1300 650 620.

what will I need?

- Pen & writing paper

how long will it take?

You will need to commit 16 hours (equivalent to 2 days) of face-to-face learning time for this short course. Call your local HIA office to find out if this course is delivered in a part-time or full-time format.

how much will it cost?

North Queensland

\$660.00* (HIA member)

\$660.00* (HIA non member)

Inclusive of GST where applicable

*funding may be available to subsidise your attendance fee. Contact HIA Training Services for further information.

how do I become an HIA member?

Interested in HIA membership? Contact 1300 650 620.

Membership for builders and contractors begins at \$638 including GST.

things you need to know about training with HIA

(for full details obtain a copy of the HIA learner handbook)

how do I enrol?

You can enrol in HIA courses in one of 2 ways:

- Online at hia.com.au
- by completing an enrolment form

Contact your local HIA office 07 4755 6610.

If you are under 18, your enrolment must be approved by a parent or guardian.

can I get recognition for what I already know?

The National training system in Australia allows the recognition of knowledge and skills gained through previous study and/or experience.

If you think you have skills and knowledge that may meet the requirements of any part of an HIA course, please contact your local HIA Training Services on 1300 650 620.

when do I need to pay?

To secure your place, you must pay for your course at the time of booking.

HIA accepts cash, cheques, and major credit cards.

If you require an invoice to raise a payment, payment must be made 5 days before the start of the course.

can I change my mind?

You will be informed of the full refund, transfer and substitute policy at the time of enrolment, but broadly if you:

- give less than 5 days notice of non-attendance, no fees will be refunded
- transfer to a different course with less than 5 days notice, there will be an administration charge of \$20.00

Government funded places have specific payment refund, transfer and substitute requirements.

can HIA support my learning needs?

If you have any special needs for your learning linked to language or disability, you should speak to your local HIA Training Office at the time of enrolment. HIA can often offer in-house support, or direct you to possible external sources.

HIA will also do its best to accommodate unexpected needs such as changes to your work or personal life. It is your responsibility to inform HIA as soon as possible of any needs you may have.

what will be expected of me?

As an HIA learner, you will be expected to:

- Attend face to face sessions on time
- Treat trainers, administration staff, and other learners with respect
- Attempt all activities and assessments to the best of your ability within the set timeframes (this will include some self-directed learning and research)
- Behave in a way that does not interrupt other learners
- Submit your own work

about HIA

The Housing Industry Association is the leading industry association in the Australian residential building sector, with staff supporting the business interests of over 40,000 builders, contractors, manufacturers, suppliers and business partners in the home building industry.

HIA members include businesses of all sizes, ranging from individuals working as independent contractors, and home based small businesses to large, publicly listed companies employing thousands of people.

If you want to know how HIA can help you, please contact us on 1300 650 620.

