



# HIA Offers Excellence in Training

## Six Star Energy Efficiency Workshops BCA10 Changes



HIA acknowledges the support of the Building Commission in providing sponsorship for this program.

### Learn More .....

This 4 hour workshop will provide you with relevant, insightful and correct information on the Six Star Residential Energy initiatives detailed in the Building Code of Australia 2010. In this every competitive market it is important to know how these changes will affect you and your business. Students attending this workshop will receive a Statement of Completion.

### Contents include:

- Overview of BCA energy efficiency requirements includes all aspects such as plumbing and water considerations. (1.5 hours)
- Application of energy efficiency provisions to alterations and additions. (1 hour)
- Software considerations. (0.5 hour)
- Worked examples. (1 hour)

If you are a registered building practitioner, this course will earn you 4 CPD points for full training completed



### HIA Training Services – Terms and Conditions of Registration

#### Payment to accompany course registration form

1. To ensure that your enrolment is confirmed, your payment must accompany the course registration form.

#### Cancellation or transfer of course registration

2. HIA requires **five (5) working days** notice of cancellation or transfer of a course registration *in writing* - otherwise full course fees must be paid.

*Where five (5) working days notice of cancellation or transfer has been received – in writing*

A request for either (a) a full refund of course fees; or (b) a transfer to another course; can be made. Approved refunds will generally be processed within thirty (30) days. **Note** - course materials issued prior to a course commencement date must be returned in an unmarked condition for a refund to be initiated.

*Insufficient notice of cancellation or transfer*

Course registrations cancelled less than five (5) working days prior to the commencement of the course will not receive a refund but may be transferred to another course. A \$20.00 administration fee will be charged should a request be made to transfer to another course.

#### Failure to attend a course or cancellation during a course without prior notification

3. (a) *Prior to course commencement*

Failure to attend a course without prior notification will result in no refund of course fees unless evidence of extenuating circumstances is able to be provided.

- (b) *Cancellation of enrolment throughout the duration of a course*

Cancellation of enrolment throughout the duration of a course may result in a pro-rata refund of the total course cost should there be extenuating circumstances.

Extenuating circumstances may include:

- health reasons (where a person is not able to attend or continue to attend) – in this case a medical certificate is required to enable a refund of course fees
- matters pertaining to immediate family/loss of job – in this case a request must be formally submitted with appropriate evidence (written application) by the course participant or place of employment.

Requests submitted will be reviewed by HIA management. Notification of the outcome of the request will be made within two (2) working weeks.

#### Substitution of course participant

4. Substitution of a course participant can be made at any time prior to the start of the course should the nominated person be unable to attend. Notification of this change should be directed to HIA Training Services as soon as possible to ensure the replacement is registered.

#### Course postponements/change of dates

5. 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

6. 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 Information Kit

7. The Student Information Kit 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. **\*\*Please read this document prior to registering in a course\*\*** The Student Information Kit is available for viewing at your local HIA office or online at <http://hia.com.au/Training.aspx> - click on "Enrolment Information".



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## Enrolment Form

Fax to 03 9654 8168 or post to HIA PO Box 1614 Melbourne 3001 Email: vic\_training@hia.com.au

<input checked="" type="checkbox"/> Please Tick	6 Star Energy Efficiency Workshop – 4 hours	Course Code	HIA Member	COST
				Non Member
	Wangaratta – 17 <sup>th</sup> November 2010	VTA6ST1003	\$120	\$170
	Wodonga - 18 <sup>th</sup> November 2010	VTA6ST1004	\$120	\$170
	Ballarat - 23 November 2010	VTB6ST1003	\$120	\$170
	Mildura - 25 <sup>th</sup> November 2010	VTR6ST1001	\$120	\$170
	Warragul - 1 <sup>st</sup> December 2010	VTG6ST1001	\$120	\$170
	Traralgon - 2 December 2010	VTG6ST1002	\$120	\$170
	Jolimont – 15 <sup>th</sup> December 2010	VTM6ST1005	\$120	\$170

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Company: \_\_\_\_\_ HIA Member No. \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I have read and agreed to HIA's terms and conditions: \_\_\_\_\_  
 (Signature)

### Payment Options

**Cheque** payable to HIA enclosed for: \$ \_\_\_\_\_

Please debit my **credit card** for: \$ \_\_\_\_\_

Card Type: (please circle)      Visa      MasterCard      Amex      Diners Club

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Are any of the attendees under 18 years old (please circle)      Yes      No  
 If **yes** a parent will need to fill out a parents consent form.

Please contact the HIA Training Services 03 9280 8200 or email vic\_training@hia.com.au if you would like further information.  
 Online enrolment is available via [www.hia.com.au](http://www.hia.com.au)