



Student Induction Handbook

Institute of Building Technology Western Australia is a leading Western Australian Registered Training Organisation (51914) that offers Nationally Accredited Vocational Education and Training (VET) courses, together with other customised programs in Industry Skills.

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Institute of Building Technology Western Australia

Our Services

Thank you for choosing to enrol with Institute of Building Technology Western Australia (BTWA). A student induction checklist (Attachment 4 – BEDU-003-010) is found to the rear of this booklet. Please print, complete and hand in to lecturer on your first day of training.

BTWA provides innovative and customised services covering:

- Training and assessment including Skills Recognition and customised training
- Business consulting services
- Building Commission examination training
- Assistance with preparation for Builders Registration
- Dispute and building inspection reports
- Asbestos removal courses
- Owner Builder courses

Entry Requirements

All students require a USI (Unique Student Identifier) which can be obtained from www.usi.gov.au. This is a national requirement and results cannot be released without providing your USI.

Students will also require a good understanding of English, maths and basic computer skills.

For entry requirements specific to your program of study, please contact administration.

Our Staff

Our trainers and assessors are industry professionals with significant experience in the industry.

Staff and contractors are supported by a strong administration team in our Myaree based office. All of our trainers meet and exceed the Australian Quality Training Framework requirements.

Continuous Improvement

BTWA is committed to continually improve our high standard of service and delivery. We encourage and welcome constructive feedback from our clients.

This can be done by emailing admin@btwa.wa.edu.au and requesting a client feedback form, or by speaking to your lecturer directly.

Code of Practice

As a Registered Training Organisation, our code of conduct provides guidelines for health, safety, employment, workplace and equity.

Adherence to this policy enables us to provide our clients with consistent, high quality training, which meets National standards, as well as having a safe supportive, and discrimination free learning environment. Please refer to our website for further details at www.btwa.wa.edu.au

Administration Process

We undertake to ensure that our staff are appropriately qualified and informed regarding their responsibilities. We maintain compliance to the AQTF standards for Registered Training Organisations within Western Australia.

We meet all access and equity responsibilities, abide by Australian privacy legislation and have our accounts certified annually by a CPA.

Institute of Building Technology Western Australia

Training Options

A qualification can be gained in the following ways:

- Successful completion of a training program
- Skills Recognition
- Credit Transfers from other Registered Training Organisations.

Participants will be provided with learning materials, including relevant journal articles and reading. A list of required texts is in the rear of this handout (Attachment 5)

Classroom Based Learning is our preferred method, and involves participation in a structured group training session with other clients.

Classroom learning includes workplace simulations, case studies and exercises, participation in group discussions, role plays and practical demonstrations assisting you in forming part of your Assignment. It also allows the chance to network with others in the industry.

Flexible learning offers the choice of studying at your own pace. This allows you to study when convenient, providing that you complete the units that you have enrolled in within the time limit as per your schedule. This is only suitable for some students.

Learner support throughout the duration of the course is available via phone, email or video conference (where available). Class participation does enable the most successful outcome.

We cater to different learning styles, and can tailor courses to suit your specific learning needs. Not all courses are available externally, but we will consider individual requests.

Please see www.btwa.wa.edu.au for further information on our courses.

Competency Based Training

Your training will be structured to meet the competency standards of the VET training package, CPC08 – Construction, Plumbing and Services.

Information on the Units of Competency which make up the training package will be provided to you before, and during your training, so that you can establish what you will be assessed on.

This information can also be found at www.training.gov.au

Client Support

BTWA will provide appropriate support for participants during and after their studies. Our management system monitors your progress through the training program.

When required, we can provide advice and guidance if you are experiencing a learning difficulty. We expect that participants will inform us of any medical condition, especially during classroom participation. Fridays provide for tutorial sessions with a lecturer to assist you with your studies. Please contact the office to make an appointment.

Completion

Upon successful completion of your training and assessment, you will receive a Statement of Attainment and/or a Certificate where applicable.

You are required to complete your learning and assessment activities for enrolled units within the duration of the enrolled program.

Institute of Building Technology Western Australia

In some cases, due to extenuating circumstances, a two week extension can be granted. For further information regarding Extension Requests, please speak with your lecturer.

You will be awarded a competent mark for each unit that you meet the assessment criteria for. Please note that 100% pass is required on all assessments in order to be deemed competent.

Expectations of our Participants

- Be respectful of others within the classroom environment and our staff
- Abide by our Code of Conduct while we train and assess you
- Commit to the completion of your study within the designated time period
- Self-monitor and participate fully in the training and assessment process
- Be on time for your training so as not to inconvenience other clients and the trainer
- Notify our staff prior to training if you have any special needs that should be taken into consideration
- Notify us promptly if your contact and personal details change
- Seek assistance from our staff if you feel you need support, advice or guidance
- Ensure that all work submitted is your own
- Provide us with feedback

Failing to Meet Course Requirements

If a client has been unsuccessful in meeting the assessment criteria, the client will be marked as Not Yet Competent. Qualifications cannot be issued to clients until a Competent mark has been achieved.

Should you fail to achieve competency in your first attempt, you will be provided with another opportunity. Failing that, you will be required to re-enrol in the Unit of Competency, pay the associated fees, complete additional learning and apply for assessment again.

Extension requests for assignments can be granted where applicable. An 'Extension Request' form (BEDU-003-009) is available in this handout (Attachment 1), and from Customer Service, or your Lecturer.

Withdrawing from a Course

You must contact the office as soon as possible if you wish to withdraw from your program.

Should you fail to advise us before the census date, which is outlined on your enrolment receipt, you are deemed as enrolled and will be charged. Late notice may affect your refundable amount.

Withdrawal must be confirmed in writing, and can be forwarded to admin@btwa.wa.edu.au or sent to PO Box 103, Melville WA 6956.

Appealing a decision

Initially, we encourage you to speak to your assessor to understand the reasons that they have found you Not Yet Competent. If you feel uncomfortable approaching your assessor or the person concerned, you may request an Appeal against the Assessment form from Customer Service.

Appeals must be received within 30 days, and addressed to the Chief Executive Officer. The complainant is at liberty to pursue the unresolved complaint with an external body.

Complaint

Any dissatisfaction with our service can be received in writing to admin@btwa.wa.edu.au and will be handled in a timely manner.

Institute of Building Technology Western Australia

Anti-discrimination Legislation

RTOs must comply with the Commonwealth and State anti-discrimination legislation Western Australian Equal Opportunity Act 1989.

Privacy Policy

BTWA aims to ensure compliance to relevant legislation regarding privacy for all clients.

All information is stored for training, assessment and contact purposes only, except as required under the Standards for Registered Training Organisations or by law.

Students will be requested to provide feedback that may be included in advertising and marketing material. Students can choose to opt out of this at any time.

Occupational Health and Safety

BTWA strives to ensure a safe and healthy work environment for all staff, clients and visitors. At the commencement of your course, your trainer will advise you regarding any relevant Occupational Health and Safety issues including exit routes, evacuation muster points, fire wardens and the location of fire extinguishers, first aid kit station and toilets.

Refer to the Occupational Safety and Health Act 1984, and Regulations 1991.

VET legislation

The Australian Quality Training Framework (AQTF) is the national set of standards which assures nationally consistent, high quality training and assessment services for the clients of Australia's vocational education and training system.

Registered Training Organisations are required to comply with AQTF standards, which include the AQTF Essential Conditions and Standards for Continuing Registration.

A copy of these standards can be accessed via www.training.gov.au by following the AQTF/Publications link.

Communication Devices

Communication devices such as laptops, tablets and mobile phones are permitted in BTWA classrooms to assist in the project and office simulation of the lectures.

While your laptop or tablet are assistant learning devices, your mobile phone must be on silent at all times, and calls are to be taken outside the classroom if necessary.

During assessments, laptops, tablets and mobile phones are to be switched off and away from the desk at all times. They may not assist you in your assessment by means of calculator or any other application that is present on your mobile device.

Equipment and Resources

All Lecturers and Students have access to BTWA's learning resources including the Library, equipment and machinery.

Students must request permission to access the library and may borrow books and reference materials, providing they complete and sign the Student Resource Register (BEDU-002-002) found in Reception.

Should the item be lost, stolen or damaged whilst they have been lent out, the cost of replacing the item will be the responsibility of the borrower.

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Duty of care must be taken by lecturers and students with all equipment and machinery at all times. Permission must be granted to use any equipment not in class time.

Payments

Please ensure that your invoices are paid on time, as late fees do apply.

Refunds

BTWA will offer refunds providing requests for refunds are lodged within two weeks of the official withdrawal date.

Students who withdraw are entitled to a *full refund* of fees and charges where:

- a unit is cancelled or re-scheduled to a time unsuitable to the student; or
- a student is not given a place due to maximum number of places being reached.

Accountable officers can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by BTWA.

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form before 20% of the way between the commencement and completion dates (withdrawal/census date) for the unit will be eligible for a full refund of the course fee for the unit.

Accountable officers can approve a *pro rata refund* of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control.

For example:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents the student from completing their program of study; or
- other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required.

Students requesting a re-mark of their assessment should do so within four weeks of the date of publication of the results. Should a 'Not Yet Competent' student achieve an outcome of 'Competent' on a re-marking of the assessment, the \$25.00 re-marking charge is to be refunded.

A full list of VET fees and charges can be found on www.btwa.wa.edu.au

Parking

Customer parking is available onsite. Please refer to our Customer Parking policy (Attachment 2 – BFAC-001-001)

Release clause – Marketing and Advertising

BTWA will utilise feedback comments, pictures and or activities that clients may have provided or agreed to participate in.

In the event of a photo taken that includes you as a student, it is acknowledged that you are giving BTWA (your RTO), permission to use photos in public material in connection with advertising and or marketing material. When or if this occurs, BTWA will contact you and seek further acceptance prior to it's use.

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Please note; a client or student may be able to opt out of such a release if they wish. If so, please email or contact Customer Service requesting we remove the feedback quote or photo that you are featured in.

Links to Useful Websites

www.education.gov.au

Department of Education and training

www.dtwd.wa.gov.au

Department of Training and Workforce Development (FutureSkills WA information can be found on this site)

www.slp.wa.gov.au

WA State Law Publisher

www.training.wa.gov.au

Training

www.commerce.wa.gov.au/WorkSafe

Department of Commerce Worksafe

Disclaimer

In no event shall Institute of Building Technology Western Australia or any of its affiliates or content or providers be liable for any damages whatsoever, including but not limited to any direct, indirect, special, consequential, punitive or incidental damages, or damages for loss of use, profits, data or other intangibles arising out of or related to the use, inability to use, unauthorised use, performance or non-performance of this training or website, even if BTWA has been advised previously of the possibility of such damages and whether such damages arise in the contract, negligence, tort under statute, in equity, at law or otherwise. All material in this booklet and website is true and correct at time of upload to the internet, but is subject to change without warning.

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Participants Code of Conduct

Behaviour of Participants

Students must not act in a way that interferes directly or indirectly with others or that hinders staff from carrying out their duties.

It is therefore expected that you will behave in a manner that is acceptable by your peers. If you are unsure about what is the right thing to do in any circumstance, you are encouraged to ask advice from staff.

Breaches of the Participants Code of Conduct have penalties that will be applied by Institute of Building Technology Western Australia.

Confidentiality

As an enrolled participant you may be required to provide information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result that affects confidentiality of a workplace. Breaches of confidentiality are considered to be an act of misconduct.

Copyright

You may only copy materials in accordance with the Copyright Act 1968 and you must comply with licenses for the use of intellectual property, including software. Acknowledgements must be used where necessary.

Drugs and Alcohol

We totally discourage participation while under the influence of drugs or alcohol, while their condition adversely affects their own or anyone else's safety, damages public image or property, or are in breach of drink driving laws. Consumption of alcohol on premises, other than at an authorised function, is prohibited.

The possession of illegal drugs or controlled substances on BTWA premises is forbidden and has a zero tolerance policy. Use or misuse of prescription drugs should not affect the safety of the student or those around them.

Dress Standards

You are expected to dress in a manner that is neat, clean and safe at all times.

- Be adequately clothed in accordance with OSH requirements
- Wear appropriate footwear at all times to meet OSH requirements
- Be mindful of common values such as decency, modesty and cleanliness

Eating and Drinking

Eating is not permitted in classroom environments. Food odours are very disruptive to the learning process. Only the consumption of water is permitted during training.

Occupational Health and Safety

We are committed to promoting a safe and healthy work and study environment. BTWA recognises its obligations under the Occupational Safety and Health Act 1984 to, so far as practicable, provide and maintain a working environment that is safe for all persons in the workplace. Refer to our Emergency Response Plan (Attachment 3 – BOSH-001-002).

Smoking

Persons engaged in the habit of smoking shall follow the clauses stated in the current OSH Act and Regulations. We are committed to a smoke free learning environment. No smoking is allowed on site.

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Unacceptable Behaviour

Conduct which disrupts lecturers and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach of our policies. Any individual or group behaviour which is abusive, violent, disorderly, dangerous and offensive, or which unreasonably disturbs other groups or individuals is prohibited. Conduct which constitutes a danger to anyone's health, safety or personal wellbeing including verbal or physical threats or threatening behaviour will not be tolerated. Unacceptable behaviour includes, but is not limited to:

1. Failure to comply with the lawful directives of staff acting in performance of their duties
2. Damaging or misusing property
3. Intentionally providing false information or forged documents
4. Physical abuse of another person, threatening behaviour (including stalking or bullying)
5. All items detailed in the Equal Opportunities Act
6. Threatening the health, safety or wellbeing of anyone
7. Possession of, or use of, firearms or dangerous weapons of any kind

Lecturers are authorised to suspend classes in which disruptive behaviour is occurring, if the offender does not stop the disruptive behaviour when directed to do so.

Cheating

Cheating means gaining an unfair advantage by deception and is forbidden. All of the following actions are considered to be cheating:

1. Allowing another person to substitute for you in taking an assessment
2. Substituting for another person in taking an assessment
3. Giving or receiving assistance during an assessment that has not been agreed to by the lecturer
4. Working with other students to produce work. This is called collusion.
5. Obtaining information about an examination before it is held, except for information provided to all the class by the lecturer
6. Handing in someone else's work as your own
7. Using any sources of information during an assessment that has not been agreed to by the assessor
8. Altering the record of any grade or result
9. Giving untrue information in order to obtain exemptions from course requirements
10. Bribery in any form. This includes offering or giving staff members money or any other benefit as a means of influencing them or their decision
11. Giving your online password to another person on your behalf to enable that person to log on and undertake any academic activity, including assessment
12. Copying from another person's assignment or assessment paper
13. Stealing, buying or obtaining unauthorised assessment information

Plagiarism

The term plagiarism refers to taking and using another person's work, like written material, as your own and failing to acknowledge the source. Even if you put someone else's work into your own words or images (pictures, tables, diagrams) and you fail to acknowledge the source of this information, it is plagiarism. Professional ethics and good academic practice requires you to acknowledge and, wherever possible, reference any material from another source.

Attachment 1 - BEDU-003-009

Extension Request

Student Name:	Date:
Address:	Postcode:
Email:	Phone:

Class number:	Student ID:
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Units requesting extension:

Reason for extension:

Date due:

Approved by:	Date:
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*Please attach any supporting documents to this form when submitted.

Any student who is granted an extension must hand in the assignment on the due date or advise BTWA of any changes. If you do not submit the assignment, you may need to re-enrol and re-complete the subject.

Attachment 2 – BFAC-001-001

Customer Parking

Conditions of entry and limitation of liability. By entering this Car Park you consent to the following.

You may only park your vehicle in this car park for or as a customer or staff of Institute of Building Technology Western Australia (BTWA).

You enter and use this carpark at your own risk.

We are not liable for you or any person with you for:

- Injury to you or anybody else
- Damage to, destruction of, theft of or delivery up of any property (including anything in or on your vehicle or any other vehicle) however caused, and you release and indemnify us from any claim, which you might otherwise have against us

You must indemnify us in respect of any claim made against us, as a consequence of, or in relation to, or in any way arising out of the use of this Car Park.

We will not be liable to you for delivery of your vehicle, or any other vehicle to any person who did not have the authority to take that vehicle.

You agree to:

- Not cause any obstruction
- Not park anywhere that we designate as a no parking area
- Not use this car park other than in accordance with instructions that our authorised officer may give
- Comply with all reasonable directions and requests made by our authorised officer

In certain situations, to protect our lawful interests, (for example where safety is an issue), our employees may use optical and listening surveillance equipment to record activities and conversations.

These conditions may only be altered by a written agreement between you and us.

If any of these conditions are illegal or unenforceable, the offending part is to be disregarded and does not affect the remaining parts.

Each exclusion of our liability in these conditions is subject to any law which restricts or forbids that exclusion or liability including the Competition and the Consumer Act and similar State legislation.

Where legislation prevents us from excluding all liability to you, our liability is limited at our option to re-supplying services to you or to providing a refund to you.

In these conditions references to:

- 'we', 'us' and 'our' mean Institute of Building Technology Western Australia or the employees, agents and independent contractors or both; and
- 'your vehicle' includes a vehicle driven, or intended to be driven, by you into the car park.

Attachment 3 – BOSH-001-002

Emergency Response Plan

Definition of Emergency

An emergency is any unplanned event that can cause death or significant injuries to faculty, staff or students.

This location

Institute of Building Technology Western Australia
98 North Lake Road
MYAREE WA 6154

Emergency Fire Evacuation

In the event that the fire alarm beeps continuously, gather your possessions if viable and exit via the Emergency Exit located to the rear of the building.

Fire Fighting Equipment and Procedures

A fire extinguisher is located at the disabled entrance at the rear of the building. Use of the fire extinguisher as per denoted sign.

First Aid

The first aid box is located near the training rooms. Please ask staff for assistance. Self treatment of minor incidents, otherwise we recommend that you seek professional medical care and treatment.

Medical emergency

Fiona Stanley Hospital
Phone (08) 6152 2222
102 – 118 Murdoch Drive
MURDOCH WA 6150

Royal Perth Hospital
Phone (08) 9224 2244
Wellington Street
PERTH WA 6000

Emergency Contact Numbers

Fire and Ambulance	000
State Emergency Services	1300 130 039
General Police Attendance	131 444
Crime Stoppers	1800 333 000

Attachment 4 – Text Books

Institute of Building Technology Western Australia will provide a Learner Resource for most subjects. You must read them prior to your scheduled session. Refer to your program timetable for dates.

Students to purchase from Institute of Building Technology Western Australia

We will provide you with these text books in the relevant class, and invoice you upon receipt.

CPCBC5005A, CPCBC5010B, BSBPMG513a

Professional Project Management by Stephen Hartley
Integrating Strategy, Operations and Change

\$80.00

CPCSUS5001A

Develop workplace policies and procedures for sustainability
Text by Software Publications

\$29.00

CPC60115

Acceptable standards of Construction Class 1 & Class 10
Crown Copyright

\$34.50

Students to purchase from other suppliers

The following texts can be purchased from other suppliers. In house copies will be used when necessary.

CPCBC4001A, CPCBC5001A, CPC60115

National Construction Code of Australia
Volume 1 and Volume 2

Can be purchased at www.saiglobal.com.au

The NCC is available as a free download from www.abcb.gov.au – you will need to register on the website in order to download. We recommend that you maintain your own hard copy of this document.

BSBWHS503A

OSH Act 1984 and OSH Regulations 1996

Purchase online from the State Law Publisher www.slp.wa.gov.au

CPCBC5007B and CPCBC4003A

Building Services (Registration) Act 2011 and the Building Services (Complaint Resolution and Administration) Act 2011, Home Building Contracts Act 1991 and Building Regulations Construction Contracts Act 2004

Purchase online from the State Law Publisher www.slp.wa.gov.au

Other Useful Text (not compulsory)

The E Myth Revisited by Michael Gerber

Management Theory and Practices by Kris Cole

Acceptable Standards of Domestic Construction ISBN 978 0 646 57447 9

Attachment 5 – Participant Individual Record

CPC50210 – Diploma of Building and Construction

Please print and retain for your own record.

		Mode B Submitted	Result	Mode A Sat	Result
CPCBC4001A	Apply building codes and standards to the construction process for low rise building projects				
CPCBC4010B	Apply structural principles to residential low-rise constructions				
CPCBC5001B	Apply building codes and standards to the construction process for medium rise building projects				
CPCBC5018A	Apply structural principles to the construction of medium rise buildings				
CPCBC4018A	Apply site surveys and set out procedures to building and construction projects				
BSBPMG513A	Manage project quality				
BSBWHS503A	Contribute to the systematic management of WHS risk				
BSBPMG517A	Manage project risk				
CPCSUS5001A	Develop workplace policies and procedures for sustainability				
CPCBC5010B	Manage construction work				
CPCBC5003A	Supervise the planning of on site medium rise building or construction work				
CPCBC5005A	Select and manage building and construction contractors				
CPCBC4004A	Identify and produce estimated costs for building and construction projects				
CPCBC4005A	Produce labour and material schedules for ordering				
CPCBC5002A	Monitor building or construction costing systems on medium rise building and construction projects				
CPCBC4003A	Select and prepare a construction contract				
CPCBC4013A	Prepare and evaluate tender documentation				
CPCBC5007A	Administer the legal obligations of a building or construction contract				

Please note that there are 2 additional units required if you wish to pursue your Building Registration. These units are CPCBC4014A Prepare simple building drawings and sketches and CPCOHS1001A Work safely in the construction industry.

Please speak to Customer Service or your Lecturer about obtaining competence in these units

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CPC60115 – Advanced Diploma of Building Surveying

Please print and retain for your own record.

		Mode B Submitted	Result	Mode A Sat	Result
CPCCBS6001	Research and evaluate construction methods and materials for residential buildings to three storeys				
CPCCBS6004	Assess and advise on compliance of design documentation for residential buildings up to three storeys				
CPCCBS6006	Process planning applications for residential buildings up to three storeys				
CPCCBS6008	Process building applications for residential buildings up to three storeys				
CPCCBS6010	Conduct and report on building surveying audits of residential buildings up to three storeys				
CPCCBS6012	Conduct and report on initial construction inspections of residential buildings up to three storeys				
CPCCBS6014	Conduct and report on advanced and final inspections of residential buildings up to three storeys				
CPCCBS6003	Apply legal and ethical requirements to building surveying functions				
CPCCBS6002	Research and evaluate construction methods and materials for commercial buildings to three storeys				
CPCCBS6005	Assess and advise on compliance of design documentation for commercial buildings to three storeys				
CPCCBS6007	Process planning applications for commercial buildings up to three storeys				
CPCCBS6009	Process building applications for commercial buildings up to three storeys				
CPCCBS6011	Conduct and report on building surveying audits of commercial buildings up to three storeys				
CPCCBS6013	Conduct and report on initial construction inspections of commercial buildings up to three storeys				
CPCCBS6015	Conduct and report on advanced and final inspections of commercial buildings up to three storeys				
CPCCBS6016	Assess and advise on performance-based solutions for buildings up to three storeys				
CPCCBS6017	Monitor and advise on construction and compliance upgrade work on buildings up to three storeys				

Attachment 6 – Report Writing

How to write a report

For some of you, you will not have been to school in a while, and may need some advice on structuring and writing reports.

What is a report

Reports are written when a topic is to be investigated or researched in detail. It is designed to provide factual information that may be acted upon. There are many different types of reports, but the focus here is on writing academic reports.

What is the difference between a report and an essay

The main difference is in how the document is formatted and presented. An essay is structured with paragraphs, whereas a report has headings. This is so the reader can easily scan the document and find the information they require.

How to structure a report

Cover Page	Use the cover page provided by BTWA. Please include your name, the name of the lecturer, the date that you have submitted your assignment
Table of Contents	Include the headings and subheadings with appropriate page numbers
Summary	Recommended to be written last, once the report has been prepared – a brief summary of what is included in the main body
Introduction	Defines the purpose of the report, establishes the background to the report, and describes the scope (specific areas that the report covers)
Main Body	Presents findings in a logical and sequential order. Use concise headings and subheadings, numbered points to identify each section and to introduce new facts or observations
Conclusion	A summary of the main points and an evaluation of the facts presented. It contains no new ideas or information.
Recommendations (if necessary)	Brief statements outlining suggested actions for improvement or problem solving
Bibliography	List of information sources used to prepare the report
Appendices	Information such as statistics, tables, questionnaires or articles. Each appendix should be labelled with a Letter and referred to where appropriate in the report

Hints on report writing

- Remember that you don't have to write your report in the order that it will be read. It is often easier to start with the main body and do the introduction, conclusion and recommendations later.
- Decide on your main heading and subheadings and arrange these in a logical order.

Attachment 7 – BEDU-003-012

Statement on the Use of Your Personal Information

As a Registered Training Organisation in Australia, Institute of Building Technology of Western Australia (BTWA) may submit information through the Australian RTO reporting requirements and our marketing materials.

In accordance with our obligations under the Privacy Act, this document advises you of the manner in which your personal information is handled by us at BTWA.

We respect the privacy of your personal information as mentioned in the *Privacy Act 1988*.

BTWA discloses the information that you provide on your application form to AQTF, AQF, TAC and Training Markets for the purposes of legislative and contractual reporting.

We collect your personal information in order to complete the application for funding and/or RAPT reporting. If you do not provide all of the required information, the application may not be considered for approval. Not providing us with your information will restrict a funding application for your studies if applicable.

BTWA will communicate with you about your application and your training while enrolled at BTWA, on occasion general information about future training and / or services we offer. In the event of a photo taken that includes you as a student, it is acknowledged that you are giving BTWA (your RTO) permission to use photos in public material in connection with advertising and or marketing material. When or if this occurs, BTWA will contact you by phone to seek further acceptance prior to it's use.

Please note, a student or client may be able to opt out of such a release if they wish. If so, please contact Customer Service requesting we remove the feedback or photo that you are featured in.

Consent and Acknowledgement

- I consent to receive information from BTWA electronically until I opt out
- I consent to BTWA using my information as outlined above
- I consent to BTWA using my feedback when provided

I, the client / student, consent to the collection and use of my personal information as detailed above. I acknowledge that I have received a copy of this form for my records.

Student Name _____

Student Signature _____ **Date** _____

Notice to 'OPT OUT' of marketing and advertising material was received by email, phone call or in person.

Received and filed BTWA by _____ **Date** _____

Comments _____

Attachment 8 – BEDU-003-010

Student Induction Checklist

When you have read through your Student Induction Handout, please sign and date this form and hand to your Lecturer or Customer Service.

Description of Item

Check

Introduction to Institute of Building Technology Western Australia staff member

Received a copy of Student Code of Conduct

Received a copy of Extension Request

Aware of assessment protocol

Aware of procedure and process of withdrawal from a program

Provided contact telephone and email address

Made aware of the parking policy

Made aware of emergency response plan

Discussed the process of student contact and feedback

Student Name _____ Group _____

Signature _____ Date _____