Course in Owner Builder Compliance

NTIS code: 91509NSW

Participants Guide

New South Wales Government

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Note: It is the Training Provider's responsibility to provide course participants any addendums/attachments or extra handouts relating to current legislation, regulations, standards and codes.

Further copies of this resource are available from www.skillsonline.net.au

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INTRODUCTION

The program introduces the participant to the multitude of obligations of being an Owner Builder. It will also provide the participant an insight into:

- The compliance obligations relating to building, renovating and refurbishing a home.
- The supervisory and management issues relating to managing a building site.
- Their responsibility to occupational health and safety during the construction process.
- Their ability to read and interpret drawings and specifications.
- The essential financial aspects relating to estimating, cash flow and job costing.
- The critical areas of contracts and contract management with suppliers and contractors.
- How important effective communication is to the project.

Language, Literacy and Numeracy (LLN)

Your literacy skills will need to be at the level of competence required by a Year 10 student which will form the basis of your learning. Many people are in a situation where English is not their first language, or they left school early, or have been in a career which has not provided much experience with written communication.

Don't worry - literacy support can simply be factored into your training and assessment if you need it. It is the responsibility of the trainer to support all participants with LLN as part of their obligations under the Australian Quality Training Framework (AQTF).

The Department of Education, Science and Training (which has responsibility for VET nationally), also has a Workplace English Language and Literacy (WELL) Program to assist adults with literacy in the workplace. You can talk to your trainer, and/or contact the Reading and Writing Hotline on 1300 6555 06 for information or advice about literacy, and the numerous resources which are available to assist people. Alternatively, visit the Reading and Writing Hotline website at www.literacyline.edu.au/

PROGRAM OUTLINE

The program is made up of five modules:

1. **Prepare to be an Owner Builder**
   - Becoming an Owner Builder
   - The Construction Process
   - The Professionals
   - The Authorities
   - Compliance with Legislation & Regulations
   - The Approval Process
   - Insurance
   - Licensing Requirements
   - Definitions
2. **Occupational Health & Safety**
   - Legal Responsibilities
   - Hazard Assessment
   - Designated Personnel
   - First Aid
   - Emergency Procedures
   - Ensure Safety on Site
   - Falls
   - Moving Plant
   - Electrical Safety
   - Safety Signs
   - Formwork & Falsework
   - Exclusion Zones
   - Demolition Safety
   - Asbestos
   - OH&S Construction Induction
   - Manual Handling
   - Noise
   - PPE
   - Codes of Practice
   - SWMS
   - Site Security
   - Hazardous Substances
   - Material Safety Data Sheets
   - Plant & Equipment
3. **Drawings, Estimating, Cash Flow**
   - Drawings & Specifications
   - Estimating
   - Developing the Project Cash Flow
   - Job Costing
4. **Administer Contracts**
   - What is a Contract
   - Types of Building Contracts
   - Contract Documentation
   - What must a Contract Contain
   - Contract Terms
   - Managing the Contract Administration
   - Site Diary
   - Job Reporting & Site Progress Reports
   - Job File Management
5. **Managing the Work**
   - Managing the Site
   - Communication
   - Negotiation
   - Avoiding the Dispute
   - Meetings
   - Planning
   - Site Survey & Set Out
   - Amenities for Construction Work
   - Waste Management Environmental Issues
   - Site Inspections
   - Building Defects

THE PARTICIPANTS GUIDE

The Participants Guide provides the following information:

- Subjects relating to the building, renovation or refurbishment of a home.
- Learning Activities against each topic.
- Self Test Questionnaires against each topic.
- Reference Guide as to where further information can be obtained.

The training is designed for flexible delivery and may be delivered in the following ways:

- By *Distance Learning*. If the participant is a person who can study independently this could be to their advantage. The participant is able to study at home with the support from the trainer.

- By a combination of *face to face instruction*, *independent study* and completing a range of *Learning Activities* that will require the participant to research certain information obtained through relevant websites, government authorities, booklets, etc. with the support from the trainer.

The successful completion of this program will result in the participant being able to apply for a **Home Owners Builders Permit in NSW.**

Learning Activities & Self Test Questionnaires

The Learning Activities and the Self Assessment Questionnaires are designed to reinforce the learning contained within each topic.

The Learning Activities in particular are also designed to allow you the Owner Builder to relate each topic to *your own* project.

Discuss each activity with your trainer, they are able assist you in determining if the evidence you collect against each activity is relevant to your project.

Your trainer may also be able to help you to locate other resources or materials which could assist you, for example - access to existing correspondence, reports etc from a typical Owner Builder project which may give you ideas about how to proceed.

Reference Guide

The *Reference Guide* at the end of each topic will provide the Participant information as to where they can access further information than that provided in this guide. Related websites will be listed. A list of the Legislation and Regulations will be provided as a summary of each topic. Also included is a list of recommended reading options or resources that may assist the participant to gain a more in-depth insight into the topics outlined in each section.

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