



**T**ASMANIAN **B**UILDERS **A**SSOCIATION inc

**Continuing Professional Development (CPD)  
2008-2009 Correspondence Course**

Course Title:

**UTILISE & APPLY**  
**The BCA** Vol 2



# TASMANIAN BUILDERS ASSOCIATION inc

## Continuing Professional Development (CPD) 2008-2009 Correspondence Course

### Course Overview

The aim of this course is to introduce the BCA as a reference tool. Successful completion should provide a greater knowledge of how the BCA works and help unravel some of its complexities. A further benefit is that increased knowledge reduces the risk of non compliance. Too often builders believe that only designers and building surveyors deal with issues of compliance; however even if the design is flawed and resultant works are non compliant the builder is always involved in some way. Builders can proportionally be held responsible for rectification of non compliant works. Rectification and lost time can be costly so a greater knowledge of the BCA will reduce that risk.

**Unit 1** is basically an introduction and explanation of how the BCA works. **Unit 2** is more “hands on” and the exercises you will complete have been chosen because they are straight forward and relevant to typical construction practices which you will confront from time to time.

On completion you will hopefully feel confident to find information as you need it, however, please be aware that the BCA is a complex document. If you are unsure about what is or is not an acceptable construction practice, always consult a building surveyor.

### **IMPORTANT**

At this point it should be reinforced that a builder should **never** vary the approved plans in any way. Construction dimensions, location of rooms, location and size of openings such as doors/windows, location/size dimensions of stairs and landings, finished floor levels or any other aspects of the “as drawn” plans should not be amended without confirmation from the building surveyor. Whilst an owner or client may ask or insist on changes, even relatively minor ones, this is not adequate authority. Always insist that any changes must be authorized and comply with the BCA before proceeding.

It is prudent to obtain documentation to support any variations. Amendments endorsed by the designer and or building surveyor must be in writing or by way of amended plans. Variations to a contract must also be in writing and be “signed off” by clients.

## Course Format

- Participants will receive two units of training material by post. Work through first unit of work (Unit 1) and complete the response sheets . Unit 2 will be mailed out to you when we receive your completed response sheets for Unit 1.
- If you have ordered a copy of the BCA vol 2, you will also receive that by post. If you have opted not to order a new copy of the BCA it is assumed you will be using an existing copy.

**NB** Participants will require a current copy of the BCA vol 2.

- Read/Study and work your way through the enclosed material, (which includes reading your copy of the BCA where directed to) & complete a series of exercises/responses for each unit.
- If you wish you can record your responses on your worksheets (where indicated), for your own records; however, you must complete the separate response sheet for each unit and return it to TBA for assessment. (stamp addressed envelope enclosed)
- You will have completed this course when your response sheets for unit one & two are returned and assessed. You will receive a Certificate of Participation on successful completion of the course.
- The estimated time to successfully complete this course is 10 to 12 hrs. CPD points earned satisfying your CPD responsibilities for 2008/2009 would be as follows:

*CPD course minimum 10hrs	= 10 points
*Subscribe to the BCA	= 1 point
*Membership Tas Builders Assoc	= 1 point
TOTAL	12 points

**NOTE:** If you need any guidance or assistance please contact Wayne Higgs on 03 63 266 774

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