

**Course Title:** **Concrete Basics [1 Day] NEW (replaces half day courses)**

**Course Outliner** This one day course is for people working in the building and construction industry, including administration, logistics or sales positions and those involved in ordering, producing, testing or placing concrete. This course is particularly useful for anyone new to industry that has a customer contact role.

**Course Pre-requisites:** There are no formal pre-requisites for this course.

**Learning Outcomes:** At the conclusion of the course students will:

- Have an overview of the history and importance of the concrete industry.
- Have a general knowledge of the key events in the development of the concrete industry and the products that it makes.
- Have an understanding of the terminology used in the concrete industry.
- Have an understanding of the types of materials used to manufacture concrete and their significance.
- Have an understanding of the properties of concrete.
- Have an understanding of the key steps in concrete production and supply including ordering, mixing, delivery and testing.
- Have an understanding of the key onsite activities including finishing, placing and curing and the effects on concrete quality.
- Have a general knowledge of the key safety and environmental requirements for the concrete industry.

**Course Notes** A comprehensive set of course notes is provided.

**Date, Course Code & Venue:** **17 March 2008 [VIC-CB-170308] Amora Hotel Riverwalk, Bridge Road, Richmond**  
**30 June 2008 [VIC-CB-300608] Amora Hotel Riverwalk, Bridge Road, Richmond**  
 Email [kathleen.hutton@ccaa.com.au](mailto:kathleen.hutton@ccaa.com.au) or call 03-9825 0200 for further details.

**Times:** Course times for all dates & venues: 8:00 am to 5.30 pm.

**Cost:** \$400 + \$40 GST (CCAA members), \$500 + \$50 GST (non members).  
Lunch, Morning and Afternoon Tea are included

**Registrations & Payments:** All registrations & payments should be sent to CCAA at least 2 weeks prior to the course commencement using the attached forms.

**Course Title:** **Concrete Practice [4 days]**

**Course Outline:**

This 4-day course is for people working in the building and construction industry, including engineers, specifiers and those involved in producing, selling, transporting, testing and placing concrete. Upon course completion, students will understand: concrete materials; behaviour and properties of concrete; concrete production; reinforcement in concrete; placing and associated on-site operations and cracking in concrete.

Many of the course presenters are highly experienced technical staff employed by CCAA member companies. Other presenters are industry experts in the subjects that they are presenting, thus guaranteeing an up-to-date, practical and useful course.

**Course Pre-requisites:**

There are no formal pre-requisites for this course, but previous knowledge and competencies as a result of industrial experience or studies may be of advantage. One year's experience in the concrete or related industry would provide a reasonable background.

**Learning Outcomes:**

At the conclusion of the course students will:

- have an overview of the history of concrete, the most widely used building material today.
- have a good knowledge of the properties and types of materials used in concrete.
- have a good knowledge of the behaviour and properties of concrete.
- understand the key stages in concrete ordering, production, transportation and testing.
- have a good knowledge of the major on-site operations of placing, compacting, finishing, protection and curing of concrete.
- understand the role played by the various forms of reinforcement in concrete.
- understand the differences required in concrete for various end uses.
- understand the main forms of cracking in concrete and be able to identify them and their causes.
- have a good knowledge of the safety and environmental requirements of the premixed concrete industry.

**Course Notes  
& Examination:**

A comprehensive set of course notes is provided. This contains all of the information that is required for the examination at the end of the course.

The CCAA publication **Guide to Concrete Construction** is provided to all students and amplifies much of the information provided during the course. The course content reflects the content of this publication - making it a valuable reference (together with the course notes) both during and after the course.

**Dates, Course Codes  
& Venue:**

**1-4 July 2008 [VIC-CPC-010708] Amora Hotel Riverwalk, Bridge Road, Richmond**

**Times**

Email [kathleen.hutton@ccaa.com.au](mailto:kathleen.hutton@ccaa.com.au) or call 03-9825 0200 for further details.

**Cost:**

Course times for Days 1-3: 8:30 am to 5:00 pm. Day 4: 8:30 am to 1:00 pm.  
\$1000 + \$100 GST (CCAA members) or \$1400 + \$140 GST (non members).  
Includes Morning & Afternoon Tea and Lunch each day.

**Registrations &  
Payments::**

All registrations & payments should be sent to CCAA at least 2 weeks prior to the course commencement using the attached forms.

**Course Title: Concrete Technology [2 blocks of 3 days each]**

**Course Outline:**

This 6-day course has been designed to provide students with a detailed knowledge of concrete technology and practice. This will enable them to better service the concrete industry and the building and construction industry that it supplies.

The course is aimed at experienced technical staff employed by premixed concrete manufacturers, as well as other experienced technical people working in the building and construction industry, who are pursuing a career in technical or customer services.

Many of the course presenters are highly experienced technical staff employed by CCAA member companies. Other presenters are industry experts in the subjects that they are presenting, thus guaranteeing an up-to-date, practical and useful course.

**Course Pre-requisites:**

The course is open to people who have successfully completed the CCAA Concrete Practice Course or have at least five years appropriate experience in concrete technology. The course assumes this level of knowledge for the presentations and discussions.

**Learning Outcomes:**

At the conclusion of the course students will;

- have a detailed knowledge of the materials for concrete including cement, supplementary cementitious materials, aggregates and chemical admixtures.
- have a detailed knowledge of the properties of concrete and the things that affect them.
- be able to produce a simple mix design and understand the issues that impact on that design.
- understand concrete production and specification requirements.
- have a good knowledge of the major on-site operations of placing, compacting, protection and curing of concrete.
- understand the main forms of cracking in concrete and be able to identify them and their cause.
- recognise the important elements in concrete paving construction and have the knowledge to undertake investigations of problems.
- have good understanding of the requirements for special paving finishes.
- have a detailed knowledge of the requirements for the production of special surface finish off form concrete.
- understand in detail the test methods for concrete.
- have a general knowledge of the test methods for cementitious materials and the reasons for the tests.
- appreciate the difference between QA and QC and understand the detail in QC.
- have knowledge of the requirements for problem investigation and the non destructive testing techniques that can assist.

**Course Notes & Examination:**

A comprehensive set of course notes is provided. This contains all of the information that is required for the examination at the end of the course as well as providing a valuable reference both during and after the course.

**Dates, Course Code & Venue**

**18-20 March 2008 and 14-16 April 2008 [VIC-CTC-180308] Amora Hotel Riverwalk, Bridge Road, Richmond**

**Email [kathleen.hutton@ccaa.com.au](mailto:kathleen.hutton@ccaa.com.au) or call 03-9825 0200 for further details.**

*The course will be presented in 2 blocks of 3 days each with a one month break.*

*During the break students will be required to work on case studies and mix designs.*

**Times:**

Course times for Days 1-5: 8:30 am to 5:00 pm. Day 6: 8:30 am to 12:30 pm.

**Cost:**

\$1900 + \$190 GST (CCAA members) or \$2300 + \$230 GST (non members)  
Includes Morning & Afternoon Tea and Lunch each day.

**Registrations & Payments:**

All registrations & payments should be sent to CCAA at least 2 weeks prior to the course commencement using the attached forms.



**Mail or Fax Registration & Payment Forms to:**

- Cement Concrete & Aggregates Australia  
Level 2, 1 Hobson Street  
SOUTH YARRA VIC 3141
- Facsimile: 03-9825 0222
- Enquiries: [kathleen.hutton@cca.com.au](mailto:kathleen.hutton@cca.com.au)  
or call 03-9825 0200

**IF THE FORMS ARE NOT COMPLETED CORRECTLY, REGISTRATION MAY BE DELAYED.**

Registration Form

**Course Details:**

Course Title(s): \_\_\_\_\_  
 Course Code(s): \_\_\_\_\_

**Student(s) Details:** (additional names may be entered if required)

First Name:	Surname:	Email:	Phone Contact:
1)			
2)			
3)			
4)			
5)			
6)			

Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Contact details of the person responsible for nominating the student(s):**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact details of the person who will receive the student(s) course results and certificates, if different from the person responsible for nominating student(s):**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Payment Form

**Course Fees: [Please tick the relevant box]**

- Concrete Basics:     \$400+\$40 GST ( CCAA Members)     \$500+\$50 GST (Non Members)  
 Concrete Practice:     \$1000+\$100 GST (CCAA Members)     \$1400+\$140 GST (Non Members)  
 Concrete Technology:     \$1900+\$190 GST (CCAA Members)     \$2300+\$230 GST (Non Members)

**Invoicing Details:**

Name of person making payment: \_\_\_\_\_

Company Name & ABN: \_\_\_\_\_

**Method of Payment:**

Please tick & complete either 1), 2) or 3) below:

1)  Attach cheque made payable to: Cement Concrete & Aggregates Australia    \$ \_\_\_\_\_

2)  Company Purchase Order No [attach copy]: \_\_\_\_\_    \$ \_\_\_\_\_

3)  Credit Card:    Mastercard     Visa     [ Note: Amex or Diners are not accepted]

Cardholder Name: \_\_\_\_\_

Card No.: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Amount:    \$ \_\_\_\_\_

Signature: \_\_\_\_\_

**IMPORTANT INFORMATION:**

- Registration and payment are due at least 5 working days prior to the course commencing.
- Registration is confirmed on receipt of a company purchase order or payment.

**CANCELLATION & SUBSTITUTE STUDENT CONDITIONS:**

- Notice of a cancellation must be received by CCAA at least 5 working days before the course commences or no refund will be made.
- A substitute student (who meets relevant course pre-requisites) may register prior to the course commencing.
- Cancellations and substitutions must be advised by email or facsimile and receipt confirmed by CCAA.

**COURSE PROGRAM:**

- Course Brochures and Programs will be emailed to students at least one week before the course commencement date.

<b>CCAA Office Use Only</b>		<b>CCAA Date Processed</b>	
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This document acts a Tax Invoice upon receipt of payment.

Please retain a copy for your records.

If a numbered Tax Invoice is required by the company please tick the box .