NATSPEC, founded in 1975, is a not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. NATSPEC's major service is the comprehensive national specification system endorsed by government and professional bodies. The specification is for all building structures with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners. AUS-SPEC is the Local Government specification system for the life-cycle management of assets.

STAKEHOLDERS

// Air Conditioning and Mechanical Contractors' Association of Australia

// Australian Elevator Association

// Australian Institute of Architects

// Australian Institute of Building

// Australian Institute of Building Surveyors

// Australian Institute of Quantity Surveyors

// Construction Industry Engineering Services Group

// Consult Australia

// Dept for Infrastructure and Transport (SA)

// Dept of Energy and Public Works (QLD)

// Dept of Finance (Federal)

// Dept of Finance (WA)

// Dept of Infrastructure, Planning and Logistics (NT)

// Dept of Treasury and Finance (TAS)

// Dept of Treasury and Finance (VIC)

// Engineers Australia

// Major Projects Canberra

// Master Builders Australia

// Public Works Advisory (NSW)

// Standards Australia

ABN 20 117 574 606

Specifications: Overview, Production & Word Processing

This seminar provides an introduction to specification writing, and covers the detailed use of SPECbuilder Live (for use on all operating systems) and Microsoft Word in specification writing, using NATSPEC and/or AUS-SPEC Templates.

Pre-course requirements None.

Who should attend Prospective and new specification writers and any administration staff wanting to learn more about SPECbuilder Live and Microsoft Word.

Seminar scope

- An overview of the role of specifications as a tool for:
  - Quality management
  - Risk management
  - Project management
  - Compliance
- An overview of SPECbuilder Live - NATSPEC's online specification compilation software:
  - Developing the first draft
  - Creating office edited worksections
  - Inserting and deleting worksections
  - Merging documents
- An overview of Microsoft Word in the final specification production:
  - Master documents and subdocuments
  - Templates, styles and formatting
  - Using Hidden text
  - Trade packaging
  - Table of contents
  - Headers and footers

Benefits for participants

- Save time and effort in drafting specifications
- Be compliant with professional accreditation regarding specifications
- Learn about the features of Microsoft Word that are necessary when working with large documents

Benefits for the organisation

- Improved specifications leading to better project outcomes
- Reduced risk to organisations
- Reduced time spent on writing specifications using SPECbuilder Live, Microsoft Word and office edited worksections
- Streamlining specificaton procedures within an organisation, improving efficiency

Learning outcomes

- Confidently use SPECbuilder Live to create a draft specification
- Understand and edit the NATSPEC *Template*
- Better understanding of Microsoft Word in relation to large documents

Seminar presenter Jocelyn Holley is the Development Manager for NATSPEC and has had over 20 years experience in producing project specifications for architects and developing the National Master Specification.

CPD Points: 2 hours formal points upon completion of a self-assessed questionnaire.

Cost: $88.00   **Duration:** 2 hours   **See over for venues**

Specifications: Overview, Production & Word Processing

1) Contact Details BLOCK letters please

First Name: .... Surname: ....

Title: ....

Organisation: ....

Address: ....

Suburb: .... State: .... Postcode: ....

Email: ....

Telephone: .... Fax: ....

2) Select Seminar Session Specifications: Overview, Production & Word Processing

Melbourne Wednesday July 12 ☐ 9:30 - 11:30 am
Engineers Australia, Level 31, 600 Bourke Street, Melbourne

Brisbane Tuesday July 25 ☐ 9:30 - 11:30 am
Engineers Australia, Level 9, 340 Adelaide Street, Brisbane

Hobart Thursday July 13 ☐ 9:30 - 11:30 am
AIA, 1/19a Hunter Street, Hobart

Darwin Thursday July 27 ☐ 9:30 - 11:30 am
Engineers Australia, 9 Cavenagh Street, Darwin

Perth Wednesday July 19 ☐ 9:30 - 11:30 am
Engineers Australia, Level 10, 77 St Georges Terrace, Perth

Sydney Tuesday August 01 ☐ 9:30 - 11:30 am
NATSPEC, Level 4, 263 Clarence Street, Sydney

Adelaide Thursday July 20 ☐ 9:30 - 11:30 am
AIA, Level 2, 15 Leigh Street, Adelaide

Canberra Wednesday August 02 ☐ 9:30 - 11:30 am
AIA, 2a Mugga Way, Red Hill

Names of Attendees (please attach list if required)

1 .... Email ....

2 .... Email ....

3 .... Email ....

4 .... Email ....

☐ I am unable to attend, but please keep me informed

3) Payment Details Booking and payment is required minimum 5 working days prior to session

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Cancellation Policy
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