

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 a brief introduction to specification writing and detailed training on using SPECbuilder. We will also cover essential features of Microsoft Word as it applies to specification writing using NATSPEC and/or AUS-SPEC. This seminar is perfect for new specification writers and those looking to deepen their understanding of SPECbuilder.

Why Attend?

- Gain a solid foundation in specification writing.
- Learn to use SPECbuilder efficiently.
- Understand key Microsoft Word features for managing large documents.
- Enhance your skills to improve project outcomes and reduce risks.

Seminar Scope:

- The role of specifications in quality, project, risk management, and compliance.
- Detailed usage of SPECbuilder, including developing drafts, editing worksections, and merging documents.
- Key Microsoft Word features such as templates, styles, formatting, and table of contents.

Who Should Attend? Prospective and new specification writers, as well as administration staff interested in learning more about SPECbuilder and Microsoft Word.

Benefits:

- Save time and effort in drafting specifications.
- Ensure compliance with professional standards.
- Improve efficiency in your organisation's specification processes.

Learning Outcomes:

- Confidently create draft specifications using SPECbuilder.
- Edit and utilise the NATSPEC Template effectively.
- Master Microsoft Word for large document management.

Presenter: Jocelyn Holley, Development Manager for NATSPEC, brings over 20 years of experience in producing project specifications for architects and developing the National Master Specification.

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

Cost: \$88.00 **Duration:** 2 hours

See over for venues

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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

Canberra Tuesday July 30 AIA, 2a Mugga Way, Red Hill	<input type="checkbox"/> 9:30 - 11:30 am	Adelaide Tuesday August 13 AIA, Level 2, 15 Leigh Street, Adelaide	<input type="checkbox"/> 9:30 - 11:30 am
Sydney Thursday August 1 NATSPEC, Level 4, 263 Clarence Street, Sydney	<input type="checkbox"/> 9:30 - 11:30 am	Perth Thursday August 15 Engineers Australia, Level 10, 77 St Georges Terrace, Perth	<input type="checkbox"/> 9:30 - 11:30 am
Brisbane Monday August 5 Engineers Australia, Level 9, 340 Adelaide Street, Brisbane	<input type="checkbox"/> 9:30 - 11:30 am	Melbourne Tuesday August 20 Engineers Australia, Level 31, 600 Bourke Street, Melbourne	<input type="checkbox"/> 9:30 - 11:30 am
Darwin Wednesday August 7 Engineers Australia, 9 Cavenagh Street, Darwin	<input type="checkbox"/> 9:30 - 11:30 am	Hobart Thursday August 22 AIA, 1/19a Hunter Street, Hobart	<input type="checkbox"/> 9:30 - 11:30 am

These sessions are delivered in person only - no online offering will be available.

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

Please debit my credit card the amount of \$ _____ Mastercard Visa
Card number _____ Expiry ____ / ____
Cardholders name: Signature:
 Direct payment made to: Construction Information Systems Limited
BSB: 032-099
Account number: 372432

Please send a copy of the payment receipt with this registration form.