

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 Association of Vertical Transport
 // 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 of Housing and Public Works (QLD)
 // Dept for Infrastructure and Transport (SA)
 // Dept of Finance (Federal)
 // Dept of Finance (WA)
 // Dept of Logistics and Infrastructure (NT)
 // Dept of Treasury and Finance (TAS)
 // Dept of Treasury and Finance (VIC)
 // Engineers Australia
 // Infrastructure 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: \$110.00 inc GST **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

Sydney Tuesday August 4 NATSPEC, Level 4, 263 Clarence Street, Sydney	☐ 9:30 - 11:30 am	Adelaide Wednesday August 12 AIA, Level 2, 15 Leigh Street, Adelaide	☐ 9:30 - 11:30 am
Canberra Wednesday August 5 AIA, 2a Mugga Way, Red Hill	☐ 9:30 - 11:30 am	Darwin Wednesday August 19 Engineers Australia, 9 Cavenagh Street, Darwin	☐ 9:30 - 11:30 am
Melbourne Thursday August 6 AIA, Level 2, 41 Exhibition Street, Melbourne	☐ 9:30 - 11:30 am	Brisbane Tuesday August 25 Engineers Australia, Level 9, 340 Adelaide Street, Brisbane	☐ 9:30 - 11:30 am
Hobart Tuesday August 11 AIA, 1/19a Hunter Street, Hobart	☐ 9:30 - 11:30 am	Perth Wednesday August 26 Engineers Australia, Level 10, 77 St Georges Terrace, Perth	☐ 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:

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

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Email: education@natspec.com.au

Cancellation Policy

- ◆ Cancellations must be notified in writing at **least 5 days** prior to session, after that time no refund will be given.
- ◆ Substitutes are permitted at no extra charge.

Invoice

- ◆ NB: This document will **act as a tax invoice for GST** when you make payment for amounts less than \$1000.

PLEASE RETAIN FOR YOUR RECORDS