



Supporting people's futures

Employer Information Pack

iciaustralia.com



Flexible

We know that flexibility is important to you, so you can pick and choose the courses that suit your risks and skill gaps. There are few prerequisites, and the courses can be accessed from anywhere.



High Quality

We understand that quality is essential. Since our inception, we have a 90% customer satisfaction rating for Course Logistics, Presenter Quality and the Applicability to Work.



Low Total Cost

With virtually no down time, and high impact 2-4 hour sessions, your people will be doing the things you most need them to be doing... working, and learning only the things you know they are short on.



Regional Coverage

The Institute is committed to regional areas. Our delivery model means our Learning Courses can be experienced anywhere across the country, no need to miss out because of location.



Our Vision

The Institute will support a strong and sustainable civil infrastructure industry and the careers and futures of its people by improving management standards and continual professional learning of managers in the industry.

Our Mission

We will provide industry standards and recognition, continuing professional learning, and networks that support the futures of civil infrastructure supervisors and managers.

We provide learning solutions

tailored to the industry's leading hands, supervisors, managers and executives.



Civil Industry Specific

Courses are tailored to our industry. The course outcomes are controlled by industry leaders, and the learning is provided by experts with civil experience.



Decrease Risk

In any Civil business, poor decisions quickly lead to increased costs, delayed project completion and a reduction in quality. The Institute's Learning Program focuses on upskilling managers and leaders to improve their decision making and ultimately make fewer mistakes.



Employer Recognition Program

Be known as a business that is committed to raising professional standards in our industry. Built around a national standard and brand, the Recognition Program rewards employers who invest in improving their team.



Gain a Competitive Advantage

In a marketplace that is fiercely competitive, it is important to be proactive with learning and development as opposed to reacting to a major issue. Can you risk not having trained, skilled supervisors, managers and leaders at your sites?



Be an Employer of Choice

To achieve sustainable success, new talent acquisition is paramount, particularly with an aging workforce. Career progression and professional development is a key driver in attracting new talent into your organisation and keeping them long term.

For the industry, by the industry

The Institute of Civil Infrastructure was created for the Civil Infrastructure industry with the courses tailored specifically to the industry's needs. How did we do this? All of The Institute's courses have been chosen by experienced industry leaders, not by us, so you can be assured the topic and content of each course is relevant and beneficial.

For you, not for profit

The Institute was created as a not-for-profit organisation by the industry to provide industry standards, recognition and continuing professional learning for supervisors and managers.

The Institute is proud to be the only Continual Professional Development program specific to the civil industry.

With all of our courses chosen by Civil industry experts, not by us, you can be assured the content is relevant to employers and is delivered to a high standard.

Our industry connections ensure we understand your need for flexibility and low cost. That's why we offer a range of targeted courses that are live streamed to maximise accessibility for your team and limit your employee's down time.

Learning options are available for all leading hands, supervisors, engineers, designers, project managers, middle and senior management. Even state managers, GMs, CEOs and business owners have learning options available.

The Institute's courses are all between 2-4 hours long. To ensure high levels of interaction, all are delivered live by a lecturer in small groups, live streamed anywhere in Australia.



The Institute offers over 70 courses that were selected by civil contractors to match employer's needs. They focus on three categories: **Technical Management**, **People Management** and **Business & Operations Management**.

ICI AREAS OF LEARNING

Learning Program Framework

The Learning Framework comprises Learning Courses and Events spanning three key management skill-set areas critical to the civil and infrastructure industry:

TECHNICAL

PEOPLE

BUSINESS & OPERATIONS

All ICI Learning Program Courses and Events are specifically tailored to the interests and needs of the people in the civil industry. Ultimately, this benefits the development of a skilled and sustainable industry.

Technical Management

In Technical (Civil) Management the CIM learning offerings will include civil learnings in areas including:

- Site Control
- Materials
- Plant and Machinery
- Engineering Construction and Maintenance
- Design
- Environmental Management
- Project Management
- Construction Engineering Standards

People Management

In People Management the CIM learning offerings will include civil learnings in areas including:

- Managing Self
- Managing Others
- Leadership
- Organisations and People
- Employment
- Workers Compensation
- Workplace Health and Safety

Business & Operations

In Business and Operations the CIM learning offerings will include civil learnings in areas including:

- Risk Management
- Systems
- Financial Management
- Estimating and Tendering
- Commercial and Contract Management
- Business Planning and Strategy
- Business Governance

Technical Management Courses

| COURSE NUMBER | SUB-STREAM | COURSE NAME | TYPICAL INDUSTRY EXPERIENCE | DURATION (HRS) |
|---------------|-------------------------------|---|-----------------------------|----------------|
| TO010 | Design | Understanding Design Management processes - RFIs NCRs and how they tie in to the big picture | 0 - 15 years | 4 |
| TO031 | Design | Understanding the Building Code of Australia in a civil context | All | 4 |
| TO032 | Design | Understanding the National Construction Code in a civil context | All | 4 |
| TO008 | Engineering Construction Mgmt | Engineering Fundamentals for the new Civil Supervisor, Manager and Engineer | 0 - 5 years | 4 |
| TO009 | Engineering Construction Mgmt | Reading Plans and Specifications to ensure Project success | 0 - 10 years | 4 |
| TO040 | Engineering Construction Mgmt | Building Information Modelling (BIM) for Civil Construction Managers | All | 4 |
| TO016 | Environmental Mgmt | A detailed guide to Waste Management and Risk to the Project | 3 - 15 years | 4 |
| TO030 | Environmental Mgmt | Understanding a Construction Environment Management Plan, including ISO14001, for the new Manager | 0 - 10 years | 4 |
| TO012 | Materials | A Manager's guide to Asbestos in or on Soil - A contaminated land and water perspective | 3 - 15 years | 4 |
| TO006 | Plant | A Supervisor/Manager's perspective on Safety and Maintenance obligations on plant & equipment | 0 - 5 years | 4 |
| TO017 | Project Management | A new Supervisor and Manager's introduction to Project Reporting - why getting it right is so important | 0 - 5 years | 4 |
| TO018 | Project Management | The Fundamentals of Project Management for Civil Construction | 3 - 10 years | 4 |
| TO019 | Project Management | Managing all Stakeholders onsite: Understand the issues of all parties to ensure risk is managed and project success achieved | 3 - 10 years | 4 |

Enhance your team’s technical management expertise with targeted Learning Courses to minimise risk in areas such as site control, environmental management and project management.

| COURSE NUMBER | SUB-STREAM | COURSE NAME | TYPICAL INDUSTRY EXPERIENCE | DURATION (HRS) |
|---------------|--------------------|---|-----------------------------|----------------|
| TO021 | Project Management | Project Scheduling (1) - Fundamentals | 0 - 5 years | 4 |
| TO022 | Project Management | Project Scheduling (2) - Extension | 3 - 15 years | 4 |
| TO023 | Project Management | Project Cost (1) - Estimation and Control | 0 - 5 years | 4 |
| TO024 | Project Management | Project Cost (2) - Economics and Finance | 3 - 15 years | 4 |
| TO025 | Project Management | Project Variation Control (1) - Fundamentals | 0 - 5 years | 4 |
| TO026 | Project Management | Project Variation Control (2) - Extension | 3 - 15 years | 4 |
| TO027 | Project Management | Project Risk Management (1) - Fundamentals | 0 - 5 years | 4 |
| TO028 | Project Management | Project Risk Management (2) - Extension | 3 - 15 years | 4 |
| TO029 | Project Management | Project Closure Management | 0 - 5 years | 4 |
| TO001 | Site Control | Underground Services – A Site Manager’s guide to Managing the Risk | 0 - 5 years | 4 |
| TO002 | Site Control | Underground Services – Leading Supervisors/Managers to understand plans and manage the risk | 3 - 10 years | 3 |
| TO004 | Site Control | A Supervisor/Manager’s guide to Developing and Implementing compliant and effective people and plant movement plans | 3 - 10 years | 4 |

People Management Courses

| COURSE NUMBER | SUB-STREAM | COURSE NAME | TYPICAL INDUSTRY EXPERIENCE | DURATION (HRS) |
|---------------|-----------------|---|-----------------------------|----------------|
| ■ PO223 | Employment | Understanding Enterprise Agreements and their development process | 10+ years | 2 |
| ■ PO224 | Employment | Understanding Modern Awards and the BCGOA | 10+ years | 4 |
| ■ PO209 | Leadership | Leadership can be taught - The fundamentals and mindset of Leadership | 5+ years | 4 |
| ■ PO210 | Leadership | Leading to achieve high performing teams | 10+ years | 4 |
| ■ PO212 | Leadership | Leadership in a crisis | 10+ years | 4 |
| ■ PO202 | Managing Others | What every new Supervisor and Manager needs to know about Managing People | 0 - 5 years | 4 |
| ■ PO203 | Managing Others | Understanding the Obligations of a People Manager in a diverse workplace - How the issues and the Law impacts (1) | 0 - 5 years | 4 |
| ■ PO204 | Managing Others | What every people Manager should know about resolving conflict | 3 - 10 years | 4 |
| ■ PO205 | Managing Others | Negotiation and influencing skills | 5+ years | 4 |
| ■ PO206 | Managing Others | Managing diversity in the workplace (2) - Leading a team to manage diversity well | 3 - 10 years | 4 |
| ■ PO245 | Managing Others | People Performance Management for the new Supervisor or Manager | 0 - 15 years | 4 |
| ■ PO246 | Managing Others | The Fundamentals of Employment Law: What every new Supervisor and Manager must know about managing people | 0 - 15 years | 4 |
| ■ PO201 | Managing Self | Effective Management Skills for Managers | 5+ years | 4 |

In any industry, managing people is crucial to the success of the organisation. Our Learning Courses are tailored to increase employee retention and employee engagement, and position your company as an employer of choice through skilled managers and leaders.

| COURSE NUMBER | SUB-STREAM | COURSE NAME | TYPICAL INDUSTRY EXPERIENCE | DURATION (HRS) |
|---------------|------------------------|--|-----------------------------|----------------|
| PO215 | Organisations & People | Managing Workplace Bullying and Harassment: The Law, setting a standard, and managing it | 5+ years | 4 |
| PO229 | Organisations & People | Right of Entry under both WHS and IR: Your role as Manager and Site Supervisor to protect the site, people, and business | All | 4 |
| PO247 | Organisations & People | Conducting Workplace Investigations effectively - the Law and issues explained for Managers | All | 4 |
| PO234 | WHS | WHS Management for Leading Hands and Supervisors – What’s different now that you are a Leading Hand or Supervisor? | 0 - 5 years | 4 |
| PO235 | WHS | WHS Management for new Graduates and Managers - Understanding the basics of WHS Law as a people Manager | 0 - 5 years | 4 |
| PO236 | WHS | A Site Manager’s Role in Implementing a WHS Site Management Plan | 3 - 10 years | 4 |
| PO238 | WHS | WHS Obligations for Site and Project Managers: the essentials of managing those who manage others | 5 - 15 years | 4 |
| PO240 | WHS | A Supervisor/Manager’s Guide to managing Mental Health in the Civil Workplace | 5 - 15 years | 4 |
| PO241 | WHS | A Strategic Approach to Managing Mental Health in the Workplace | 10+ years | 4 |
| PO244 | WHS | WHS Obligations of Officers and Directors: The essential duties, and their impact on behaviours, of all people Managers | 10+ years | 2 |
| PO248 | WHS | Drugs and Alcohol in the Workplace – The essential information, tools and actions needed to manage people | 0 - 10 years | 4 |
| PO228 | Workers Comp | Managing Workers Compensation claims by onsite personnel is a key business risk: Understand the obligations of the onsite Supervisor and Manager | 0 - 5 years | 4 |
| PO232 | Workers Comp | Managing staff and systems to Control Workers Compensation Costs Effectively (2) | 5+ years | 4 |

Business & Operations Courses

Strategically managing your business and operations is crucial to ongoing success in the Civil Industry. Through developing key operational skills, managers and leaders can enhance their team's productivity and efficiency to maximise results.

| COURSE NUMBER | SUB-STREAM | COURSE NAME | TYPICAL INDUSTRY EXPERIENCE | DURATION (HRS) |
|---------------|-------------------------|--|-----------------------------|----------------|
| ■ BO425 | Bus Planning & Strategy | Managing a Small Civil Construction Business effectively | 10+ years | 4 |
| ■ BO419 | Commercial/ Contracts | Contracts for new Supervisors/Managers: The key issues | 0 - 5 years | 4 |
| ■ BO420 | Commercial/ Contracts | An introduction for Supervisors and Managers to Security of Payments legislation, and how it affects every job, project, and customer relationship | 0 - 5 years | 4 |
| ■ BO424 | Commercial/ Contracts | Contract Management Law: What every Supervisor/Manager needs to know to manage sites | 10+ years | 4 |
| ■ BO416 | Estimating & Tendering | Understanding Waste Specifications when tendering | 3 - 15 years | 4 |
| ■ BO417 | Estimating & Tendering | Estimating (1): Fundamentals - Interpreting a Civil Construction specification | 0 - 10 years | 4 |
| ■ BO418 | Estimating & Tendering | Estimating (2): Key risk and opportunities in interpreting a response to a Civil Construction specification | 3 - 15 years | 4 |
| ■ BO406 | Financial Mgmt | Financial Management Principles for the new Manager - The important pieces all should know | 3 - 10 years | 4 |
| ■ BO413 | Financial Mgmt | Understanding Financial Statements - P&L and Balance Sheet | 5+ years | 4 |
| ■ BO414 | Financial Mgmt | Understanding Cash, Debtors and Asset Management | 5+ years | 4 |
| ■ BO428 | Financial Mgmt | Understanding Financial Ratios | 10+ years | 4 |
| ■ BO426 | Governance | How "Directors' and Officers' Duties" should impact the actions of every Manager and Supervisor every day | 5+ years | 4 |
| ■ BO400 | Risk | Risk Management Principles in Civil - Essentials for new Supervisors and Managers | 3 - 10 years | 4 |
| ■ BO401 | Risk | Advanced Risk Planning - How a Civil Contracting business identifies and manages risk in projects | 5+ years | 4 |
| ■ BO402 | Risk | A Manager's guide to Understanding Management System Controls: The Law vs. Standards and their impact on business | 0 - 10 years | 2 |
| ■ BO404 | Systems | Demystifying the Safety Management Standard AS/NZS 45001 (the old 4801) | 5+ years | 2 |
| ■ BO405 | Systems | Demystifying the Quality Management System Standard ISO 9001 | 5+ years | 2 |

Introducing the ICI's Employer Recognition Program

Be rewarded



The new ICI Employer Recognition Program provides a means for employers who invest in staff development to be recognised nationally.

Encouraging employers across Australia to raise professional standards, the Program is the first ever civil industry specific recognition system.

Program Benefits:

- Be branded as a business committed to raising professional standards in the industry
- Showcase yourself as an employer of choice to current and future staff
- Partner Levels allow you to rise through the Program over time
- A national standard and brand
- Suits employers of all sizes

There is no cost to Employers participating in the Program.

Testimonials



“ Not only do the courses offer technical skill progression, there is also strong focus on developing expertise in people management.”

Gladys Woods
Haslin Constructions

“ As the Managing Director of a Civil and Construction company, I have found the courses provided to be well thought out, very applicable and well presented. The small groups is far more beneficial than a large group setting with the presenters taking a genuine interest in our particular needs and requirements.

As a company we have also signed up around twenty of our staff to do various courses and we have seen a marked improvement across our supervisors and managers in a relatively short period of time.

In our industry, we service our equipment regularly but tend not to provide the same level of commitment to our employees.

ICI is one of the greatest steps forward the civil industry has made for many years and I encourage all civil businesses, regardless of size to get involved and train their personnel for the betterment of the industry.”

Richard Pottie
Ladex Construction Group



“ I was very pleased with the presentation and the presenter has inspired me to follow up with further training.”

Sally Cooper
Coopers Earthmoving

“ Here at Cherrie Civil, we are continually looking at formal training for our employees. For many reasons, ICI is consistent with the length of its courses, its tailored content for the industry and is overall a cost-effective solution to keep people learning.

The courses are delivered by current industry professionals and are very focused to each area. The variety of courses can cater for all levels of learning as well, from business owners to blue collar workers.

Our employees are motivated after doing the courses, they thrive on learning new skills. It's a win-win for the individual and the business.”

Stephen Cherrie
Cherrie Civil Engineering

Employer Portal

As your partner in the Continual Professional Development of your greatest resource, we understand the need for flexibility not only in our course delivery but in our booking process.

Our Employer Portal has been setup to maximise your flexibility and ease of use when booking Learning Courses. By having a dedicated online profile, The Institute allows employer representatives to manage their team's Learning Courses, make bookings and access course attendance information to assist with reporting.



“The only thing worse than training your employees and having them leave is not training them and having them stay.” – Henry Ford

For the industry, by the industry
For you, not for profit

If you're looking to decrease your level of organisational risk, position yourself as an Employer of Choice and maximise your competitive advantage, the team at The Institute of Civil Infrastructure are here to help.

Some of Our Clients



Get in Touch

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Supporting people's futures

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