



*Supporting people's futures*

[iciaustralia.com](http://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.



## 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 and attendance can be in our classroom or 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

### 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
- Marketing
- 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)
T0001	Site Control	Underground Services – A Site Manager’s guide to Managing the Risk	0 - 5 years	4
T0002	Site Control	Underground Services – Understanding plans from a manager’s perspective	3 - 10 years	3
T0003	Site Control	Underground Services – Leading managers to manage the risk every time	10+ years	3
T0004	Site Control	A supervisor/manager’s guide to compliant & effective people & plant movement plans	3 - 10 years	4
T0005	Materials	Using soil as a resource - a guide for designers, bid teams and contractors	All	2
T0006	Plant	A supervisor/manager’s perspective on safety and maintenance obligations on plant & equipment	0 - 5 years	4
T0008	Engineering Construction Mgmt	Engineering Fundamentals for the new civil supervisor, manager and engineer	0 - 5 years	4
T0009	Engineering Construction Mgmt	Reading plans and specifications to ensure project success	0 - 10 years	4
T0010	Design	Understanding design management processes- RFIs NCRs and how they tie in to big picture	0 - 15 years	2
T0011	Environmental Mgmt	Understanding a Construction Environment Management Plan for the new manager	0 - 5 years	4
T0012	Environmental Mgmt	A manager’s guide to asbestos in or on soil - a contaminated land and water perspective	3 - 15 years	4
T0013	Environmental Mgmt	A manager’s guide to bulk earthworks regarding contaminated land and waste	3 - 15 years	2

\* Course has pre-requisites

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)
TO014	Environmental Mgmt	Working with the NSW EPA to deliver specific site based project solutions	3 - 15 years	2
TO015	Environmental Mgmt	Understanding Remediation Action Plans	3 - 15 years	4
TO016	Environmental Mgmt	A detailed guide to Waste Management and Risk to the Project	3 - 15 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 stakeholders for project success	3 - 10 years	2
TO020	Project Management	An Introduction to the Techniques of Project Management	0 - 5 years	4
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

\* Course has pre-requisites

# People Management Courses

COURSE NUMBER	SUB-STREAM	COURSE NAME	TYPICAL INDUSTRY EXPERIENCE	DURATION (HRS)
PO201	Managing Self	Effective Management Skills for Managers	5+ years	4
PO202	Managing Others	What every new supervisor & 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 - Understanding the issues and the law	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) - Managing a diverse team	3 - 10 years	4
*PO207	Managing Others	Managing diversity in the workplace (3) - Managing managers	5+ years	4
PO208	Managing Others	Managing diversity in the workplace (4) - Defining corporate objectives, and achieving them	10 + years	3
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
PO211	Leadership	Leading through change - the leader and restructure	10+ years	4
PO212	Leadership	Leadership in a crisis	10+ years	4
PO213	Organisations & People	Right of Entry (Pt 1) - Your role as a site based supervisor	0 - 5 years	2
PO214	Organisations & People	Right of Entry law (Pt 2) - Your role as a manager of managers	0 - 5 years	2
PO215	Organisations & People	A manager's guide to managing Workplace Bullying and Harassment - The law, setting a standard, and managing it	5+ years	4
PO216	Organisations & People	Understanding Fitness for Work at the Employment Selection Stage	5+ years	3
PO217	Employment	The basics of an employment relationship - what every manager & supervisor needs to know	0 - 5 years	4
PO218	Employment	Performance Management for the new people manager	3 - 10 years	4
PO219	Employment	A manager's guide to the employment process	3 - 10 years	4
PO220	Employment	Understanding unfair dismissal law and process	5+ years	2
PO221	Employment	Managing Managers to undertake Performance Management effectively (2)	5+ years	4
PO222	Employment	The fundamentals of a good employment contract	5+ years	2

\* Course has pre-requisites

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)
PO223	Employment	Understanding Enterprise Agreements and their development process	10+ years	2
PO224	Employment	Understanding the Building and Construction General On-site Award	10+ years	4
PO225	Organisations & People	Understanding Australia's workplace relations legal framework	3+ years	4
PO226	Organisations & People	Govt Industrial Relations compliance framework...and how it affects business (Pt 1)	5+ years	3
PO227	Organisations & People	Govt Industrial Relations compliance framework...and how it affects business (Pt 2)	10+ years	3
PO228	Workers Comp	Workers Compensation - Obligations for the Onsite Supervisor and Manager	0 - 5 years	4
PO230	Workers Comp	What Managers Should Know About Managing Non-Work Related Injuries	0 - 5 years	2
PO231	Workers Comp	What Managers Should Know About Managing Psychological Injuries	5+ years	2
PO232	Workers Comp	Managing Managers to Control Workers Compensation Effectively	5+ years	4
PO233	Workers Comp	A Strategic Business Approach to Workers Compensation Management	10+ years	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
PO237	WHS	Drugs & Alcohol in the Workplace - A Supervisor's Guide	0 - 5 years	4
PO238	WHS	WHS for the Manager of Managers	5 - 15 years	4
*PO239	WHS	Managing Managers to Control Drugs and Alcohol in the Workplace Effectively	3 - 10 years	4
PO240	WHS	A Manager's Guide to 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
PO242	WHS	A Strategic Business Approach to Managing Drugs & Alcohol	10+ years	4
PO243	WHS	A Manager's obligations when managing airborne contaminants	3 - 15 years	2
PO244	WHS	WHS obligations of Directors and Officers - the impact on all managers	10+ years	2

\* Course has pre-requisites

# Testimonials



“ Very worthwhile course, great presenter.”

“

*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



“ The presenter did a great job delivering what can be a very mundane topic.”

“ Course content very well prepared, comprehensive and very well presented.”

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

**Sally Cooper**  
Coopers Earthmoving

# Business & Operations Courses

COURSE NUMBER	SUB-STREAM	COURSE NAME	TYPICAL INDUSTRY EXPERIENCE	DURATION (HRS)
BO400	Risk	Risk Management (1) Principles in Civil - Essentials for new supervisors & managers	3 - 10 years	4
BO401	Risk	Risk Planning (2) - How a civil contracting business identifies and manages risk	5+ years	2
*BO402	Systems	A Manager's Guide to understanding management system controls: The law vs. standards & their impact on business	0 - 10 years	2
*BO403	Systems	Understanding ISO14001 in the context of the Civil Construction Industry	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
BO406	Financial Mgmt	Financial Management Principles for the New Manager	3 - 10 years	4
BO407	Financial Mgmt	The Importance of Debtor Management	10+ years	2.5
BO408	Financial Mgmt	Understanding Financial Statements	5+ years	4
BO409	Financial Mgmt	Understanding a Profit/Loss	5+ years	4
*BO410	Financial Mgmt	Understanding Balance Sheets	5+ years	4
BO411	Financial Mgmt	Understanding Cash Flow in a Civil Business	10+ years	3
BO412	Financial Mgmt	Asset Management from a Financial Perspective	10+ years	3
BO413	Financial Mgmt	Plant Financing for small to medium contractor businesses - the Do's and Don'ts of growth and asset management	10+ years	2

\* Course has pre-requisites

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)
BO414	Financial Mgmt	Financial Mgmt for owners of small civil businesses	10+ years	2
BO416	Estimating & Tendering	Understanding waste specifications when tendering	3 - 15 years	4
BO417	Estimating & Tendering	Estimating fundamentals - Interpreting a civil construction specification	0 - 10 years	4
BO419	Commercial/ Contracts	Contracts for new supervisors/ managers: The key issues	0 -5 years	4
BO420	Commercial/ Contracts	An introduction to SOPA and how it affects every supervisor & manager (1)	0 -5 years	4
BO421	Commercial/ Contracts	Ensuring SOPA works - a whole of business approach for a manager of managers (2)	5+ years	4
BO423	Commercial/ Contracts	A Manager's Guide to Identifying Insolvency in a Business	10 + years	2
BO424	Commercial/ Contracts	Contract management law...what a manager of managers needs to know	10+ years	4
BO425	Bus Planning & Strategy	Managing a Small Civil Construction Business Effectively	10+ years	4
BO426	Governance	Directors' and Officers' Duties - the impact on every manager & supervisor	5+ years	4
BO427	Governance	Governance responsibilities for senior executives and business owners	10+ years	3
BO428	Financial Mgmt	Understanding Financial Ratios	10+ years	4

*\* Course has pre-requisites*

# 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.

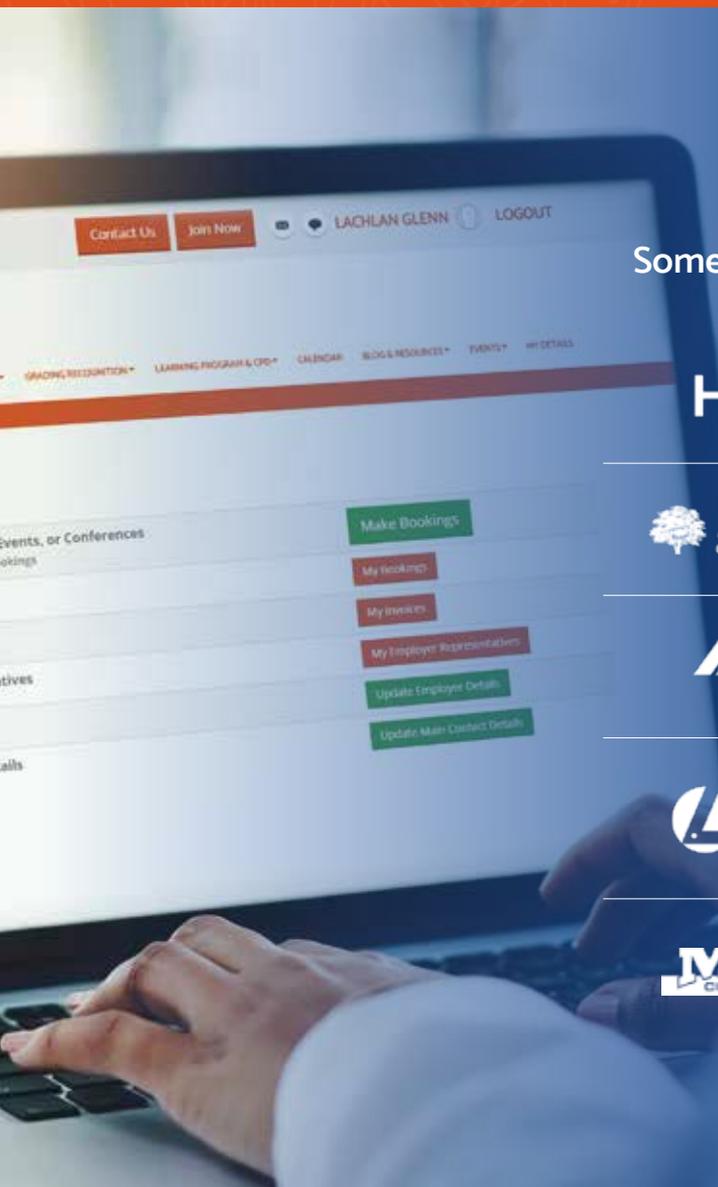
Our Employer Portal has been setup to maximise your flexibility and ease of use when booking Learning Courses. By having a dedicated online profile, The Institute allows employer representatives to manage their team's Learning Courses, make bookings and access course attendance information to assist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

**HASLIN**

 **ABERGELDIE**  
COMPLEX INFRASTRUCTURE

**AWJ**  
CIVIL

 **LADEX**  
CONSTRUCTION  
GROUP PTY LTD

**MENAI**  
CIVIL CONTRACTORS

## Get in Touch

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*Supporting people's futures*

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