

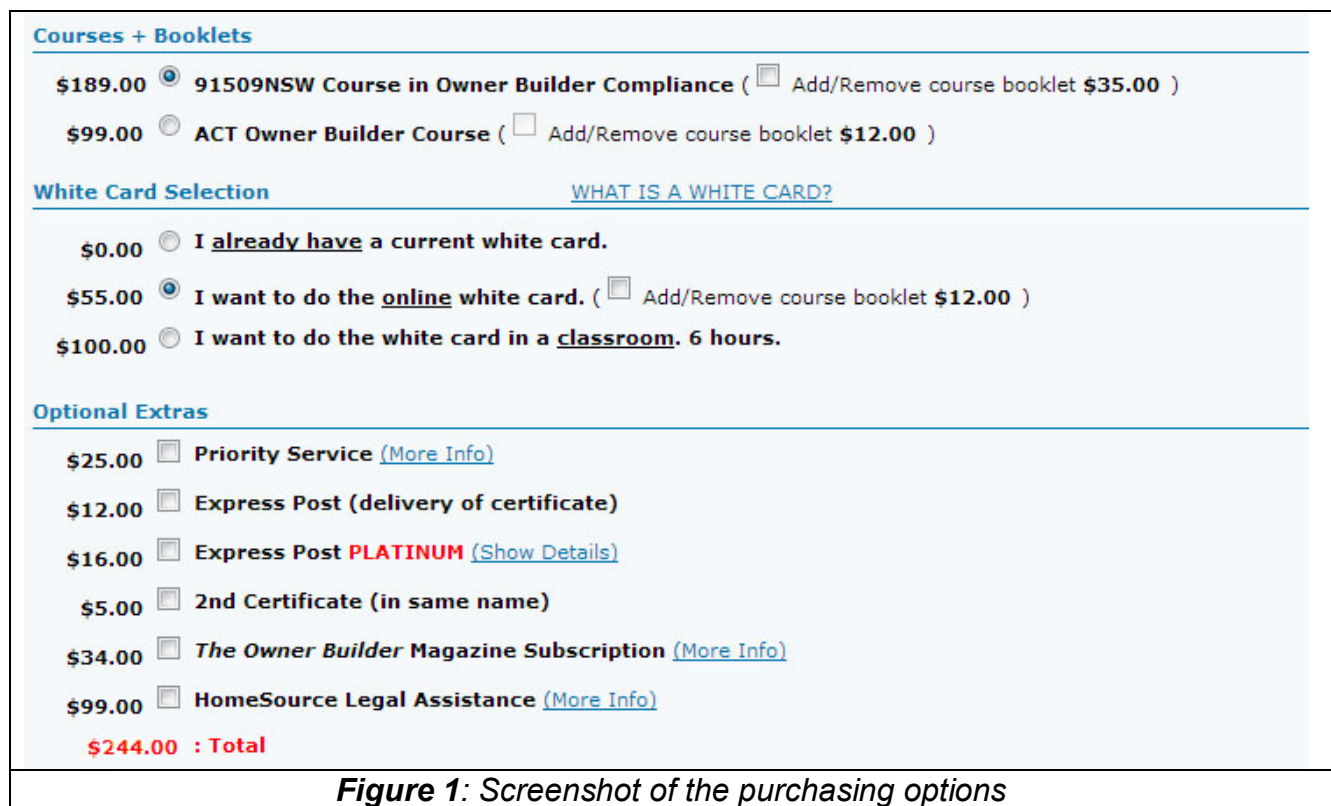
OWNER BUILDERS COURSE ONLINE GUIDE



A. SUMMARY & INFORMATION

The following information is a brief outline about the online course.

- The course is broken up into 5 modules
- Modules 1 & 2 do not have any pre-requisites
- Modules 3, 4 & 5 have the 'White Card' as a pre-requisite
- There is an additional four (4) sections to complete the 'White Card'
- The course is \$244 (including White Card) and all this can be completed online (refer to Figure 1)
- Don't forget to enter the special **promo code** of "esengineering" when you register to receive a \$20 discount
- Registration is free. Payment is made at the end of the course.



The screenshot shows a purchasing interface with the following sections:

- Courses + Booklets**
 - \$189.00 91509NSW Course in Owner Builder Compliance (Add/Remove course booklet \$35.00)
 - \$99.00 ACT Owner Builder Course (Add/Remove course booklet \$12.00)
- White Card Selection** [WHAT IS A WHITE CARD?](#)
 - \$0.00 I already have a current white card.
 - \$55.00 I want to do the online white card. (Add/Remove course booklet \$12.00)
 - \$100.00 I want to do the white card in a classroom. 6 hours.
- Optional Extras**
 - \$25.00 Priority Service ([More Info](#))
 - \$12.00 Express Post (delivery of certificate)
 - \$16.00 Express Post **PLATINUM** ([Show Details](#))
 - \$5.00 2nd Certificate (in same name)
 - \$34.00 The Owner Builder Magazine Subscription ([More Info](#))
 - \$99.00 HomeSource Legal Assistance ([More Info](#))
- \$244.00 : Total**

Figure 1: Screenshot of the purchasing options

B. THE ONLINE COURSE

1. Log on to <http://www.ozob.com.au>
2. Create a username and password when you register. Enter your promo code “esengineering” to receive your discount
3. Login/sign into the website to complete modules 1 & 2
4. Complete the ‘White Card’ Course (skip this step if you hold a current ‘White Card’)
5. Complete the Owner Builder Course (modules 3, 4 & 5)

91509NSW Course in Owner Builder Compliance

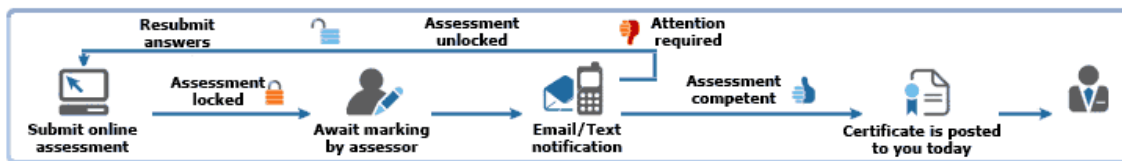
Alert: There are still questions that are UNANSWERED or marked as incorrect. You MUST complete all answers before you can submit your assessment. Modules that require your attention are marked with an **X** in the grid below.

Alert: Unit CPCCOHS1001A (white card) is a pre-requisite to this course. You must complete unit CPCCOHS1001A before you can complete these 5 modules.

[Show/Hide the course outline](#)  [View PDF of course outline](#)

1. This assessment has **5** modules containing **7** Units of Competency (UOC).
2. To complete the assessment, you must **start at module 1** and complete the assessment modules in order. Each module will become unlocked once all answers in the previous module have been answered. You must complete all 5 modules.
3. You must complete all the learning activities in each module before you can save that module.
4. Once you have completed the last module, you will see an extra button '**submit answers & LOCK assessment**'. When you press this button you will need to await marking by one of our assessors (less than 24 hours) for the short answer questions. You will be notified via email AND via text if you need to resubmit your short answers or if you are deemed competent.

If you experience any technical difficulties with the online assessment, please give us a call or feel free to download the manual assessment.



Current Assessment















	Module	Module Description	Booklet	Unlocked	Answered	Activities	Please Fix
	1	Prepare to be an owner-builder			0/27	4	
	2	Administer contracts			0/18	4	
	3	Occupational health & safety			0/26	5	
	4	Drawings, estimating & cash flow			0/14	5	
	5	Managing the work			0/26	6	

Figure 2: Screenshot showing the course breakdown

Start at module 1 and answer the questions and learning activities. If you answer any questions incorrectly, you are notified immediately and it is highlighted in red. You simply just keep attempting it until you answer the question correctly. As soon as all the questions in a module are correct, you are automatically sent to the next module and the process continues again until you finish module 5.

6. Pay for the course either over the phone ((02) 9453 0721) or securely online via credit card.
7. Send a certified copy (signed by a JP) of your 'White Card' and course statements (see points 1, 2 & 3 in Figure 3 below) to any one of the three (3) contact methods below:

Post: Absolute Education PTY LTD
PO Box 510,
Forestville NSW 2087 **OR**
Fax: (02) 9453 0721 **OR**
Email: info@ozob.com.au

Alert: Our records show that you are yet to pay for this course. Your 'Statement of Attainment' will **NOT** be sent out to you until the course has been paid for. If you would you like to pay for the course now, please click anywhere on this text an you will be redirected to our secure payment section of the website. You can pay via credit card or direct deposit from this secure section.

Alert: If you haven't already done so, Don't forget to post us your certified copy of satisfactory completion of Unit CPCCOHS1001A (white card). We need a certified photocopy of any 1 of your

1. Statement of Attainment;
2. Statement of Training; or
3. Your actual white card front and back (from WorkCover);

before you will be deemed competent for "91509NSW Course in Owner-Builder Compliance".

The Address to send the certified copy to is:

PO Box 510
Forestville
NSW, 2087.

By certified copy, we mean we need you to find a "Justice of the Peace" (JP) to witness and sign it.

Thank you for submitting your assessment for this course. Your answers have been successfully saved and will be reviewed within the next 24 hours by one of our assessors.

You will be notified via email and/or text of your results. Please check your email if any further action is required. **PLEASE wait at least 24 hours for your results.**

If you are successful, you will receive a congratulations email and/or text and your Statement of Attainment will be posted to you on the next available working day. Upon receiving your Statement of Attainment, you will need to apply for your owner-builder licence through the NSW Office of Fair Trading with the original document that we post you.

If you are unsuccessful, you will need to return back to your assessment (which will be unlocked by one of our assessors) and then resubmit your answers.

Alert: It is a mandatory requirement that you complete the learner survey below. As part of the Australian Quality Training Framework (AQTF), all students who complete a nationally accredited course must complete this learner survey. Please take a few minutes more to complete the survey. Click on the show more feedback button.

We would like to hear your feedback or thoughts about our services. If you enjoyed the experience or have any suggestions for improvements, please tell us what you think. We constantly review our customers comments and make changes to our website in order to improve our service to you.

Figure 3: Screenshot showing the end of the course

Absolute Education will then send the owner-builder certificate to you.

You can now **apply to Fair Trading** with this certificate and receive your owner-builder license. (Refer to <http://www.fairtrading.nsw.gov.au> for more information)