

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.

**STAKEHOLDERS**

- // Air Conditioning and Mechanical Contractors' Association of Australia
- // Australian Council of Built Environmental Design Professions
- // Australian Elevator Association
- // Australian Institute of Architects
- // Australian Institute of Building
- // Australian Institute of Building Surveyors
- // Australian Institute of Quantity Surveyors
- // Building Commission Victoria
- // Construction Industry Engineering Services Group
- // Consult Australia
- // Dept for Transport, Energy and Infrastructure (SA)
- // Dept of Construction and Infrastructure (NT)
- // Dept of Finance and Deregulation (Federal)
- // Dept of Public Works (QLD)
- // Dept of Services, Technology and Administration (NSW)
- // Dept of Territory and Municipal Services (ACT)
- // Dept of Treasury and Finance (TAS)
- // Dept of Treasury and Finance (WA)
- // Engineers Australia
- // Master Builders Australia
- // Standards Australia

**Specifications: Overview, Production & Word Processing**

The seminar provides an introduction to specification writing and covers the detailed use of SPECbuilder Live (for use on all operating systems) and Microsoft Word as they apply to specification writing using NATSPEC and/or AUS-SPEC *Templates*.

**Pre-course requirements** None

**Who should attend** Prospective and new specification writers and any administration staff wanting to learn more about SPECbuilder Live and Microsoft Word.

**Seminar scope**

- An overview of the role of specifications as a tool for:
  - Quality management
  - Risk management
  - Project management
  - Compliance
- An overview of SPECbuilder Live - NATSPEC's online specification compilation software:
  - Developing the first draft
  - Creating office edited worksections
  - Inserting and deleting worksections
  - Merging the documents
- An overview of Microsoft Word in the final specification production:
  - Master documents and subdocuments
  - Templates, styles and formatting
  - Using Hidden text
  - Trade packaging
  - Table of contents
  - Headers and footers

**Benefits for participants**

- Save time and effort in drafting specifications
- Be compliant with professional accreditation regarding specifications
- Learn about the features of Microsoft Word that are necessary when working with large documents

**Benefits for the organisation**

- Better specifications leading to better project outcomes
- Reduced risk to organisations
- Reduced time spent on writing specifications using SPECbuilder Live, Microsoft Word and office edited worksections

**Learning outcomes**

- Confidently use SPECbuilder Live to create a draft specification
- Understand and edit the NATSPEC *Template*
- Better understand Microsoft Word in relation to large documents

**Seminar presenter** Jocelyn Rashleigh is the Development Manager for NATSPEC and has had 21 years experience in producing project specifications for architects and developing the National Master Specification.

CPD Points: 2 hours formal points upon completion of a questionnaire.

# 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

<input type="checkbox"/> <b>Canberra</b> Monday 4 July AIA, 2A Mugga Way, Red Hill	<input type="checkbox"/> 9:30 - 11:30 am	<input type="checkbox"/> <b>Melbourne</b> Thursday 14 July AIA, 41 Exhibition Street, Melbourne	<input type="checkbox"/> 9:30 - 11:30 am
<input type="checkbox"/> <b>Adelaide</b> Tuesday 5 July AIA, 100 Flinders Street, Adelaide	<input type="checkbox"/> 9:30 - 11:30 am	<input type="checkbox"/> <b>Sydney</b> Tuesday 26 July NATSPEC, Level 4, 217 Clarence Street, Sydney	<input type="checkbox"/> 9:30 - 11:30 am
<input type="checkbox"/> <b>Perth</b> Thursday 7 July Engineers Australia, 712 Murray Street, West Perth	<input type="checkbox"/> 9:30 - 11:30 am	<input type="checkbox"/> <b>Brisbane</b> Wednesday 27 July Engineers Australia, 447 Upper Edward Street, Brisbane	<input type="checkbox"/> 9:30 - 11:30 am
<input type="checkbox"/> <b>Hobart</b> Wednesday 13 July Salamanca Inn, 10 Gladstone Street, Hobart	<input type="checkbox"/> 9:30 - 11:30 am	<input type="checkbox"/> <b>Darwin</b> Thursday 28 July The Holiday Inn, 122 The Esplanade, Darwin	<input type="checkbox"/> 9:30 - 11:30 am

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 5 working days prior to session

Cheque  
Please make cheque payable to *Construction Information Systems Limited*

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