your NATSPEC

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 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

// Chief Minister, Treasury and Economic Development Directorate (ACT)

// Construction Industry Engineering Services Group

// Consult Australia

// Dept of Finance (Federal)

// Dept of Finance (WA)

// Dept of Housing and Public Works (QLD)

// Dept of Infrastructure (NT)

// Dept for Planning, Transport and Infrastructure (SA)

// Dept of Treasury and Finance (TAS)

// Dept of Treasury and Finance (VIC)

// Engineers Australia

// Master Builders Australia

// Office of Finance and Services (NSW)

// Standards Australia

Specifications: Overview, Production & Word Processing

This webinar provides an introduction to specification writing, and covers the detailed use of SPECbuilder Live (for use on all operating systems) and Microsoft Word in 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.

Webinar 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 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

• Improved 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
• Streamlining specificaton procedures within an organisation, improving efficiency

Learning outcomes

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

Webinar presenter Jocelyn Holley is the Development Manager for NATSPEC and has had over 20 years experience in producing project specifications for architects and developing the National Master Specification.

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

Cost: $66.00   **Duration:** 2 hours

Specifications: Overview, Production & Word Processing

1) Contact Details BLOCK letters please

First Name: .... Surname: ....

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2) Select Webinar Session Specifications: Overview, Production & Word Processing

❏ Tuesday 9th August at 2:00 pm - 4:00 pm aest.

After payment is made please register at https://attendee.gotowebinar.com/rt/1674692924403397122

Names of Attendees (please attach list if required)

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