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AMCA TRAINING PROGRAMS



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COURSE CODE
UEERA0098

Inspect, test and repair fire and smoke control features of mechanical services systems

Get ready to comply with the latest fire safety reforms.

Overview

This new nationally accredited unit delivers the latest best-practice knowledge and skills to enable participants to inspect, test and repair all safety measures relating to fire and smoke control features of mechanical services systems.

Five reasons to choose AMCA

- Industry-leading training on AS 1851 and AS 1668.1
- We offer credit transfer, blended learning, and assessment using our purpose-built training pods
- Self-paced and online learning, and more efficient administration and assessment process
- Training delivered by practicing industry experts
- Tailored to the needs of HVAC businesses and professionals

Ideal for:

Air conditioning technicians and service personnel undertaking annual fire safety auditing and routine servicing.

Learning outcomes

Successful participants will have competently demonstrated an ability to undertake the following, with all work complying with relevant legislation, regulation, and industry standards:

- Implement WHS/OHS workplace procedures and practices including the use of risk control measures
- Conduct critical testing of a) air handling changeover under fire/smoke conditions, b) fire isolated stairwells and escape routes protected by air-pressurisation systems, and c) mechanical services required to shut down under fire/smoke conditions
- Report defects and faults, and recommend timeframes and solutions
- Sign off and submit documentation, and conduct scheduled routine service at required intervals

Learner background and eligibility

This program is tailored to technicians already employed in the refrigeration and air conditioning sector. Participants will work according to their organisation's workplace policies and procedures to conduct inspections, testing, and reporting that meets Australian standards and codes.

Participants **must** be currently employed in the refrigeration and air conditioning sectors and hold:

- Certificate III in Refrigeration and Air-conditioning trade qualification or equivalent
- **OR** a Full Refrigeration and Air Conditioning Refrigerant Handling Licence issued by the Australian Refrigeration Council

Prerequisites:

- UEECD0007 Apply work health and safety regulations, codes, and practices in the workplace
- UEERA0099 Install, commission, service, and maintain air conditioning systems

Delivery and assessment

- Duration: One day training program
- Delivered nationally via a one-hour practical simulated workplace assessment (two-hour block) using AMCA's purpose-built training pods, plus self-paced pre-reading and an online knowledge assessment

AMCA training pods: A dynamic and innovative learning experience.

AMCA Australia has developed three purpose-built training pods to deliver practical training on the inspection, testing and maintenance of essential fire and life safety measures in line with Australian standards:

- Pod 1: Supply air control damper and fire damper
- Pod 2: Return/smoke exhaust air control damper and subduct
- Pod 3: Stair pressure (stair and compartment mode operation)

The **damper training pods (1 and 2)** support training to install, test, commission, and perform the required essential safety measures for fire and control air dampers, and comprise the following:

- Fire damper installation with breakaway joint
- Control air damper and actuator, installation, and operation
- Perform tests to confirm the operation of an air control damper (Fire / Auto / Non fire)
- Perform tests to confirm the operation of a fire damper

With a full-size door and closer set, the **stair pressure training pod (3)** enables participants to understand, test, adjust, commission, and perform the following essential safety measures for stair pressure and smoke exhaust systems:

- Set the stair pressure control for stable operation and response to an opening and closing door; demonstrate the impact of stair pressure and compartment pressure on door force; demonstrate the impact the door closer force has on opening the door

- Measure door force, door velocity and noise levels
- Set a variable speed drive for stair fire operation and smoke spill/exhaust (compartment mode)
- FIP/FFCP fire fighters' control and indication requirements

Training pods have been deployed to New South Wales, Victoria, Queensland, Western Australia and South Australia to support the rollout of AMCA's fire and life safety training nationally.



UNIT CODE

NAT11284001**Install Fire, Smoke and Air Dampers**

Improve the consistency, reliability and safety of damper installs.

Overview

This new training program standardises damper training to provide consistent levels of knowledge, skills and competence for installers, while enhancing essential fire and life safety measures in buildings and facilities.

Ideal for:

- Duct installers and fit-out supervisors who physically position, fix, and seal dampers and want to follow correct methods, tools, tolerances and sequencing
- Air conditioning and mechanical services installation practitioners
- Junior/graduate engineers who have not worked on-site and would benefit from understanding physical constraints and installation configuration for designing systems

Learning outcomes

Successful participants will have competently demonstrated they can install fire, smoke and air dampers with precision, adhere to safety protocols, and manage potential fire risks across a range of ventilation systems in accordance with AS 1682.2 and AS 1668.1.

Successful participants will be able to demonstrate they can:

- Interpret legislation, standards and codes, and plan and organise work activities following WHS requirements
- Identify the types of fire, smoke and air dampers, their functionality and installation requirements, and set out and install fire, smoke and air dampers
- Test and rectify any defects in the installation of fire, smoke and air dampers, and complete work-related documents and records

Learner background and eligibility

Participants **must** have a relevant qualification in the HVAC industry, such as:

- CPC32420 Certificate III in Plumbing (General Plumbing and Mechanical)
- MEM31922 Certificate III in Engineering – Fabrication Trade

OR currently work in the HVAC industry in a relevant field and hold either of the following units:

- CPCWHS1001 Prepare to work safely in the construction industry (and hold a White Card),
- OR**
- MEM13015 Work safely in manufacturing and engineering.

Structure and content

This training program addresses the following performance criteria:

- Determine installation requirements; and set out and prepare for work
- Install and test fire, smoke and air dampers
- Prepare handover documentation, and clean up site

Delivery and assessment

- Duration: One day training program
- Delivered nationally online or via blended learning, includes online knowledge questionnaire and interactive practical assessments developed using BIM tools

SHORT COURSE**Validate the Installation of Fire and Smoke Dampers**

Comply with standards and regulations, and gain industry-best-practice skills.

Overview

This non-accredited short course provides participants with an advanced understanding of acts, standards, regulations, industry best practice, and compliance obligations relating to work on essential fire and life safety measures.

Ideal for:

Site managers, project managers, and design/mechanical engineers seeking assurance that installations meet specifications and compliance requirements (as opposed to hands-on assembly).

Learning outcomes

Successful participants will have competently demonstrated knowledge of building regulations and Australian Standards relating to the installation and certification of fire and smoke dampers in new, existing and refurbished buildings.

Learner background and eligibility

Participants must be currently employed in the HVAC sector, and must have previous experience installing, supervising installation, or certifying fire and smoke dampers. (Contact training@amca.com.au for more details.)

Structure and content

This training program addresses the following performance criteria:

- Fundamentals
- Regulations and standards
- Installation
- Certification
- Maintenance

Delivery and assessment

- Duration: One day short course
- Delivered nationally via in-person training, followed by an online knowledge questionnaire



COURSE CODE
BSB50820

Diploma of Project Management

Rapidly increase your skills in managing for profit.

Overview

This nationally accredited qualification provides intensive in-depth training in the fundamentals of managing for profit in the air-conditioning, engineering, mechanical services and commercial construction industries. Expert trainers and leading industry contractors will provide those responsible for managing cost centres with systematic strategies to achieve better and more profitable outcomes.

- Learn the most advanced concepts in project management principles and technology developments
- Participate in multi-disciplinary course activities run by specialist trainers and leading HVAC contractors with deep and diverse experience
- Learn from peers, trainers and contractors as they share their personal experiences in the workplace
- Develop personal action plans that focus on specific areas such as improving cost control, completion timeframes, or variations and extensions of time needed to protect profitability.

Ideal for:

Middle or upper-level managers with experience in managing significant projects who seek more in-depth knowledge and skills to manage larger, more complex or more challenging projects.

Learning outcomes

Successful participants will have competently demonstrated an ability to conduct the following for HVAC projects:

- Planning, OHS, risk assessment, and human resource management (HRM)
- Productivity improvements, scheduling, and environmental management
- Communication and negotiation skills

Learner background and eligibility

This training program enables middle and upper-level management personnel with exposure to construction, service and facilities management to rapidly increase their skills so they can take on bigger and more challenging work with confidence.

Participants must:

- Have at least one year in a project management role, OR
- Hold the Certificate IV in Project Management Practice qualification with two years of project management environment experience.

Structure and content

BSB50820 Diploma of Project Management

Core units

- BSBPMG530 Manage project scope
- BSBPMG531 Manage project time
- BSBPMG532 Manage project quality
- BSBPMG533 Manage project cost
- BSBPMG534 Manage project human resources
- BSBPMG535 Manage project information and communication
- BSBPMG536 Manage project risk
- BSBPMG540 Manage project integration

Elective units

- BSBSTR502 Facilitate continuous improvement
- BSBPMG537 Manage project procurement
- BSBPMG538 Manage project stakeholder engagement
- BSBPMG539 Manage project governance

Delivery and assessment

- Duration: 24 weeks (commencing annually in March)
- Delivered via in-person training at AMCA House (Burwood, Victoria), plus 12 hours per week of self-directed learning, with activities and assessments completed in the workplace or in the participant's own time



COURSE CODE
BSB40920

Certificate IV in Project Management Practice

Gain best-practice project management knowledge and skills.

Overview

This nationally accredited qualification provides aspiring and recently appointed project managers with best-practice project management knowledge and skills.

Participants will receive practical knowledge of project management principles and processes, and learn how to apply the tools, techniques and methods crucial to managing successful projects.

Ideal for:

- Recently appointed project managers (ideally with two years of construction, service or facilities management experience)
- Aspiring project managers (such as site supervisors or tradespeople)
- Business and technical professionals who work in a project environment and require a more in-depth knowledge of project management

Learning outcomes

Successful participants will have competently demonstrated they can:

- Understand the link between project outcomes and business benefits
- Assess the organisational context for a project; apply project management principles; and apply a project strategy that will deliver an effective project plan
- Identify a suitable project structure and team; manage the relationships with, and expectations of, all stakeholders in the project
- Implement techniques to monitor, control and report project progress; and successfully analyse and evaluate project outcomes for a completed project

Learner background and eligibility

This qualification is designed for those new to project management, preferably with two years of construction, service, or facilities management experience, including but not limited to:

- Recently appointed project managers
- Aspiring project managers
- Business and technical professionals who work in a project environment and require a deeper understanding of project management principles, processes, methods and tools.

Structure and content

BSB40920 Certificate IV in Project Management Practice

Core units

- BSBPMG420 Apply project scope management techniques
- BSBPMG421 Apply project time management techniques
- BSBPMG422 Apply project quality management techniques

Elective units

- BSBPMG423 Apply project cost management techniques
- BSBPMG425 Apply project information management and communication techniques
- BSBPMG426 Apply project risk management techniques
- BSBPMG427 Apply project procurement techniques
- BSBPMG429 Apply project stakeholder engagement techniques
- BSBOPS405 Organise business meetings

Delivery and assessment

- Duration: Six months (commencing annually in May)
- Delivered via in-person training at AMCA House (Burwood, Victoria), plus self-paced learning and assessment completed in the workplace or in the participant's own time

COURSE CODE
MEM40422

Certificate IV in Engineering Drafting

Practical, hands-on HVAC drafting training.

Overview

This nationally accredited qualification provides industry specific training for draftspersons in the Air Conditioning and Mechanical Services industries, with a focus on:

- Up-to-date industry and educational technology
- Current workplace practices and hands-on workplace experiences
- Computer Aided Design (CAD)

Ideal for:

Individuals working in a mechanical services drafting office.

Learning outcomes

Successful participants will have competently demonstrated they:

- Have the skills and knowledge required to draft specialist engineering detail drawings within metal, manufacturing, engineering and related industry sectors
- Meet the specific drafting needs of: mechanical and machine construction and maintenance; steel (and other) fabrication services and assembly; mechanical services; electrical services; fluid power; piping assembly; and related industrial applications.

Learner background and eligibility

To be eligible, participants **must** be employed in a mechanical services drafting office.

Structure and content

MEM40422 Certificate IV in Engineering Drafting

Core units

- MEM16006* Organise and communicate information
- MEM16008 Interact with computing technology
- MEM30012 Apply mathematical techniques in a manufacturing, engineering, or related environment
- MSMENV272 Participate in environmentally sustainable work practices

Elective units

- MEM09229* Read and interpret technical engineering drawings
- MEM13015 Work safely and effectively in manufacturing and engineering
- MEM09204* Produce basic engineering detail drawings
- MEM09206 Produce drawings for mechanical services
- MEM09207 Produce drawings for reticulated services
- MEM09217 Prepare plans for pipe and duct fabrication

- MEM09218 Participate in drafting projects for building services
- MEM30031* Operate computer aided design (CAD) system to produce basic drawing elements
- MEM30033 Use computer aided design (CAD) system to create and display 3D models
- CPCWHS1001 Prepare to work safely in the construction industry
- CPCPCM4012 Estimate and cost work

** Units marked with an asterisk have one or more prerequisite requirements and must be delivered and assessed before the unit that they underpin.*

Delivery and assessment

- **Duration:** Three years (part-time) commencing annually in May
- Delivered via workplace competency-based learning and assessment, supported by five in-person training block weeks at AMCA House (Burwood, Victoria)

SHORT COURSES**Contract Law in Construction (series)**

Contract Law short course series for commercial construction and building services professionals.

SHORT COURSE**Contract Law Fundamentals**

The who, what, when, where and why of contracts for commercial construction and building services.

Contracts underpin every commercial relationship in the construction and building services sector. Yet many disputes arise simply because people do not fully understand when a contract is formed, what terms apply, or who has authority to commit the business. This practical course provides participants with a clear understanding of contract fundamentals in a commercial construction context, without legal jargon or unnecessary complexity.

Ideal for:

- Contract administrators (entry-level or developing)
- Sales and estimating staff involved in quoting or negotiations
- New staff entering the commercial construction or building services industry
- Anyone seeking a practical grounding in construction contracts

SHORT COURSE**Advanced Contracts Understanding & Practice**

Strengthen contract management, reduce disputes, and protect commercial relationships.

This advanced course is designed for experienced commercial construction professionals who regularly work with contracts and want deeper insight into managing contractual risk, administering contracts effectively, and navigating common dispute scenarios in commercial construction and building services projects.

Ideal for:

- Senior contract administrators
- Senior sales and estimating staff
- Project managers
- Commercial managers and business owners

SHORT COURSE**Tendering in Commercial Construction & Building Services**

Navigate tendering with confidence while managing compliance and contractual risk.

Tendering remains one of the most commercially critical and risky stages of any commercial construction project. This course provides practical guidance on tendering in commercial construction and building services environments, helping participants understand not only what not to do, but how to tender more confidently, compliantly and strategically.

Ideal for:

- Business owners and senior managers
- Sales and estimating teams
- Project managers
- Anyone involved in preparing, reviewing or submitting tenders

How to apply

Contact us to learn more or to book a training program.

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amca.com.au

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