Training Guide

NBS deliver a comprehensive range of RIBA CPD accredited courses for users of NBS Software.

Why should you consider NBS training?
Our courses are designed to help you get the most from your NBS software and make the best use of the information provided in the NBS updates. We can also highlight additional useful features in NBS software which will help you save time when specifying.

Whatever your level of NBS proficiency, NBS Training can benefit you.

- New subscribers – save time spent familiarising yourself with the software and maximise the investment made in the software from the start.
- Current users – ensure you are making the best use of all the software tools and features. Find new, efficient ways of working that will benefit your business.
- New team members – training is a quick and effective way to show new colleagues how to use the software to its full potential.

Accredited under the RIBA CPD Providers Network, all courses qualify for double CPD points.

Choose from public or on site training courses, and take part in extensive hands-on exercises performed under the guidance of our expert tutors, all with an in-depth knowledge of NBS software.

Public training courses

- The ideal solution for smaller companies who have only a few staff to be trained, and a great opportunity to network with other NBS subscribers in your area.
- Our courses are held in purpose-designed training rooms where each trainee has personal use of a computer for the whole session.
- Delegate numbers are limited to ensure maximum effectiveness.

Alternatively our onsite training may be beneficial to your company.

On site training courses

- Convenient and cost effective, courses are held in your own office at a time to suit you minimising travelling time for staff, and saving on travel costs.
- Sessions are limited to eight trainees to ensure maximum effectiveness.
- Courses can be customised to suit your own requirement.

N.B. your office must be able to accommodate the correct training set up for this option to be available to you

To book your place on one of our public courses, or to discuss on site training including the facilities required, please contact us.

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RIBA · CPD PROVIDERS NETWORK

Contents and objectives

Course	Description	Content and objectives
Using NBS Building Save your organisation both time and money by learning how to achieve the most with your NBS Specification writing software.	An introduction to NBS Building, for specifiers who are creating and editing project specifications.	These introductory courses cover common elements but have session content tailored to the individual products. As well as receiving CPD accreditation on completion of the course, attendees will find time spent with an experienced NBS trainer a valuable asset to their development. A product - specific training manual will also be given to attendees to take away with them at the end of the course.
Using NBS Engineering Services Learn how to fully maximise the potential of NBS Engineering Services, giving you the tools required to produce robust specifications.	An introduction to NBS Engineering Services, for Mechanical and Electrical engineers who are creating and editing building services specifications.	On completion of the course you will be confident that you can: • Recognise and understand the structure of work sections which is based upon the Common Arrangement Work Sections (CAWS). • Create and edit a specification, using clause editing tools, NBS Guidance and NBS Plus. • Supplement existing NBS Guidance with your own office knowledge. • Understand the concept of office standards as a useful basis for project specification, saving time in the specification writing process and ensuring consistency. • Format and print the specification. • Print specialist reports. • Define user access to specifications and preliminaries. • Understand the fundamentals of revisions and their use during the specification process. • Create, edit and import project schedules (NBS Engineering Services only).
Using NBS Landscape Discover how NBS Landscape can utilise your teams' strengths and skills to speed up the specification writing process.	An introduction to NBS Landscape, for landscape engineers who are creating and editing landscape specifications.	

Course	Description	Content and objectives
Specification Management and Administration Increase the quality of your specifications and develop robust and specific standards to improve consistency within your organisation.	A more in-depth look at document management, maintenance and security. A half day course designed for delegates who have previously attended user level NBS training.	By the end of the course you will be able to: • Utilise administration tools to ensure office wide functionality and performance, helping to maintain a standard layout of documents created within the software. • Retrospectively apply document permissions, ensuring that as the project grows, so do the team who can work on the specification. • Understand office standards and the recommended steps in their creation. • Use updating tools to enable safe reuse of project specifications. • Discuss good practice in using NBS Specification writing software.
Using NBS Scheduler Improve the speed and proficiency in which schedules of work are produced.	NBS Scheduler users who wish to prepare schedulers of work for smaller scale new build or refurbishment projects, where a bill of quantities is not required.	By the end of the course you will be able to: • Navigate the NBS Scheduler screen layout comfortably. • Write schedules of work using the NBS Libraries. • Use your own templates as a basis for schedules, saving time in the schedule writing process. • Edit your schedule to be project specific by adding or removing pre-written NBS content, as well as creating your own. • Format and print the finished document • Produce reports detailing work to be done, by trade. • Create a cost tracking spreadsheet. • Write, format and print your preliminaries.
Using NBS Contract Administrator Increase the effectiveness of contract administration throughout your organisation.	An introduction to NBS Contract Administrator for anyone involved in the contract administration process.	By the end of the course you will be able to: • Set up and use resources needed to create a project within NBS Contract Administrator • Create a project within NBS Contract Administrator. • Use the expert written help and Guidance to select, complete and print RIBA Forms, making it easier for those unfamiliar with the Contract Administration process. • Run reports and track costs and activities across a project, removing the need to manually update a separate records of costs.

Public Training Courses Application Form

Please reserve training course places as follows:

Day and date	Session (am/pm)*	Location	Course	Delegate name	Price
					£
					£
					£
					£
					£
					£
				Subtotal:	£
				(applies to UK only) VAT @ 15%:	£
				Total amount due:	**£**

*For 'Using NBS Scheduler', 'Using Contract Administrator' and 'Specification Management and Administration' courses only. If places are unavailable for your chosen session, we will contact you to discuss alternatives.

Name and address of company/organisation:

Postcode:

Tel: Fax:

Email:

Payment method

Our cheque made payable to RIBA Enterprises is enclosed ☐

Our Purchase Order is enclosed ☐

No:

We wish to pay by debit or credit card (see below): ☐

Billing address for invoice/receipt:

We have read, and agree to abide by, the conditions of booking printed on this order form (please tick). ☐

This order is authorised by:

Sign here:

Print name:

Date:

Co VAT Reg No:

I wish to use my Public Training credit/s to pay for this course ☐

Once complete, please photocopy this form and return it to NBS at the address below. This will allow you to retain the details on the reverse. Alternatively, if paying by debit card, credit card or a purchase order, you may fax your order to us.

You may cancel your registration up to 21 working days before the course. If you need to cancel your registration between 21 and 10 working days prior to the course, you may send a substitute from your company/ organisation or transfer your registration to another course of your choice within 12 months. Please notify us in writing if you wish to cancel your booking or make a substitution. Please note that any changes to your booking will attract an administration charge of £15 plus VAT per booking. Regrettably, no substitutions will be possible or refunds made for cancellations received less than ten working days before the course. NBS reserve the right to cancel training courses. If we cancel a course we will endeavour to give you at least 10 working days' notice. Should this not be possible, we will refund your fee in full.

Payment

Debit/Credit card details

Please complete all sections below.

Total amount due (please complete): £

Card number:

Issue number (Debit cards only):

Valid from: / until: /

Security code (last three digits on signature strip):

Type of card (please tick):

Switch ☐ Delta ☐ Mastercard ☐ Visa ☐ Amex ☐

Cardholder's name and initials:

Cardholder's full postal address:

Cardholder's signature:

Date:

Please return your application form to:

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RIBA Enterprises, of which NBS is a part, may like to contact you from time to time with details of products and services that may be of interest to you. Please indicate if it is okay to contact you about this by Email ☐ Please indicate if you do not want to be contacted by Post ☐ or Telephone ☐ We will not pass your details on to third parties.

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