

Applic. type	Course title	Course content	Pre-requisites	Target audience	Duration	Delivery method	Learning Outcomes
Global	Getting Started with PlanBuild Application Services	<ol style="list-style-type: none"> 1. User registration 2. Dashboard Navigation 3. Searching 4. The PlanBuild Hierarchy 5. PlanBuild References 6. PlanBuild Status Workflow 7. Navigating around PlanBuild 8. Creating a Project 9. PlanBuild Tasks 10. Payments 11. Document Management 12. Notes and Attachments 13. Managing the Statutory Clock 14. <i>Manage task allocation (for specific roles only)</i> 	<ol style="list-style-type: none"> 1. UO Business Education Program 	<ul style="list-style-type: none"> . All end-users . Council PlanBuild System Administrator 	2 hours	Train-the-trainer training	<p>Key learning outcomes:</p> <ul style="list-style-type: none"> . Understanding of the PlanBuild architecture, basic navigation & workflow . Ability to assign tasks, use workflow & save records . How to use the help & support functionality and tools . How to manage documents including revisions and document control . How to assign & manage task allocation (for specific roles only)
TasWater Planning Referrals Administration	Planning Referral - Administration Workflow in PlanBuild Application Services	<ol style="list-style-type: none"> 1. Administer a Planning Application Referral Notice <ol style="list-style-type: none"> 1.1 <i>that requires no action to be deemed valid</i> 1.2 <i>that requires an RFI to Permit Authority</i> 1.3 <i>that requires an internal referral (Trade Waste / Asset Strategy)</i> 2. Administer a Referral for Consent to Register a Legal Document <ol style="list-style-type: none"> 2.1 <i>that requires no action to be deemed valid</i> 2.2 <i>that requires an RFI to Permit Authority</i> 2.3 <i>that requires an internal referral (Compliance Officer)</i> 3. Receive notification of Planning Permit Issue 4. Raise a Request for Payment 	<ol style="list-style-type: none"> 1. UO Business Education Program 2. Getting Started with PlanBuild Application Services 	<ul style="list-style-type: none"> . Development Support Officers 	4 hours (Half day)	Train-the-trainer training	<p>How to:</p> <ul style="list-style-type: none"> . Receive a Planning Application Referral . Review a submitted Planning Application Referral . View, download & edit documents . Request further information & internal referrals . Find & acknowledge a referral response . Request and accept a payment . Check Planning Application Referral is complete & generate task to assessing officer for assessment . Move application from submitted to assessment . Receive and complete tasks . Find & view a completed Planning Permit
TasWater Planning Referrals Assessment	Planning Referral - Assessment Workflow in PlanBuild Application Services	<ol style="list-style-type: none"> 1. Assess a Planning Application Referral Notice <ol style="list-style-type: none"> 1.1 <i>that requires no conditions</i> 1.2 <i>that requires TasWater conditions</i> 1.3 <i>that requires an RFI to Permit Authority</i> 1.4 <i>that requires an internal referral (Trade Waste / Asset Strategy)</i> 2. Assess a Consent to Register a Legal Document <ol style="list-style-type: none"> 2.1 <i>that requires no action to issue consent</i> 2.2 <i>that requires an RFI to Permit Authority</i> 3. Issue a Response to a Planning Application Referral Notice <ol style="list-style-type: none"> 3.1 <i>that is a No Permit Required</i> 3.2 <i>that is a Submission to Planning Authority Notice (SPAN)</i> 	<ol style="list-style-type: none"> 1. UO Business Education Program 2. Getting Started with PlanBuild Application Services 	<ul style="list-style-type: none"> . Development Assessment Officers 	4 hours (Half day)	Train-the-trainer training	<p>How to:</p> <ul style="list-style-type: none"> . Review the Planning Application Referral . View, download & edit documents . Request further information and internal/external referrals . Manage the clock . Complete a Planning Application Referral assessment in PlanBuild . Stamp and sign documents . Add conditions . Request an extension of time . Approve & issue a Planning Referral Response . Reject or refuse an Planning Referral Response . Find & view a completed Planning Permit

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Responding to TasWater Internal Referrals	TasWater Internal Referral - Response Workflow in PlanBuild Application Services	1. Respond to a Trade Waste internal referral <i>1.1 that requires no further information with conditions</i> <i>1.2 that requires further information</i> 2. Respond to a Asset Strategy internal referral <i>2.1 with notes</i> <i>2.2 that requires further information</i>	1. UO Business Education Program 2. Getting Started with PlanBuild Application Services	. Trade Waste Officers . Asset Engineers	2 hours (Half day)	Train-the-trainer training	How to: . Receive an internal referral . Review an internal referral . View, download & edit documents . Request further information & internal referrals . Find and complete a referral response . Respond to an internal referral . Find & view a completed Planning Permit . Outcome of Compliance Application
TasWater Application Administration	TasWater Application - Administration Workflow in PlanBuild Application Services	1. Administer a TasWater Application <i>1.1 that is a Certificate for Certifiable Work (Building & Plumbing) and requires no action to be deemed valid</i> <i>1.2 that is a Certificate of Water and Sewerage Compliance (Building & Plumbing) and requires an RFI</i> 2. Raise a Request for Payment	1. UO Business Education Program 2. Getting Started with PlanBuild Application Services	. Development Support Officers	4 hours (Half day)	Train-the-trainer training	How to: . Receive a TasWater Application . Review a submitted TasWater Application . View, download & edit documents . Request further information & internal/external referrals . Find & acknowledge a referral response . Request and accept a payment . Check TasWater Application is complete & generate task to assessing officer for validation . Move application from submitted to assessment . Receive and complete tasks . Find & view a completed Planning Permit . Amend a TasWater Certificate
TasWater Application Assessment	TasWater Application (Development Services) - Assessment Workflow in PlanBuild Application Services	1. Assess a TasWater Application that is a valid Certificate for Certifiable Work (Building & Plumbing) and requires no action 2. Issue a Certificate for Certifiable Work (Building & Plumbing) without conditions (Exemption) 3. Raise a Request for Payment	1. UO Business Education Program 2. Getting Started with PlanBuild Application Services	. Development Assessment Officers	2 hours (Half day)	Train-the-trainer training	How to: . Review a TasWater Application . View, download & edit documents . Request further information and internal/external referrals . Request & accept an additional payment . Move application from submitted to assessment . Manage the clock . Complete a TasWater Application assessment in PlanBuild . Stamp and sign documents . Add conditions . Approve & issue a TasWater Certificate . Reject or refuse an Application . Find & view a completed Planning Permit . Amend a TasWater Certificate . See Appeal details in PlanBuild

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TasWater Application Assessment	TasWater Application (Development Compliance)- Assessment Workflow in PlanBuild Application Services	1. Assess a TasWater Application that is a Certificate of Water and Sewerage Compliance (Building & Plumbing) and requires an RFI & internal referral 2. Issue a Certificate of Water and Sewerage Compliance (Building & Plumbing) with TasWater conditions 3. Raise a Request for Payment	1. UO Business Education Program 2. Getting Started with PlanBuild Application Services	. Development Compliance Officers	2 hours (Half day)	Train-the-trainer training	How to: . Review a TasWater Application . View, download & edit documents . Request further information and internal/external referrals . Request & accept an additional payment . Move application from submitted to assessment . Manage the clock . Complete a TasWater Application assessment in PlanBuild . Stamp and sign documents . Add conditions . Approve & issue a TasWater Certificate . Reject or refuse an Application
System Admin	PlanBuild Application Services System Administration for User Organisations	1. Edit organisation details 2. Update logo 3. Update contact information 4. Edit fee rates 5. Invite or retire users to the organisation 6. Edit user permissions 7. Add and update electronic signature 8. Maintain condition RFI library	1. Getting Started with PlanBuild Application Services	. Council PlanBuild System Administrator	2 hours	Direct Face-to-Face	Key learning outcomes: . Ability to complete the tasks assigned to the PlanBuild Application Services organisational administrator role