

# MiTek Training Brochure

**2018**

MiTek Zimbabwe specialises in the delivery of skills courses for the development and application of MiTek products and software.

MiTek undertakes to use the workplace as an active learning environment and to provide customers wherever possible with the opportunities to acquire new skills.

MiTek will assist customers with identifying the appropriate training intervention required to build their skills compliment.

The following course outlines are presented:

Roof Truss Technology – Introduction	3 days.
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20/20 Suite of Application:

20/20 Beginners	3 days.
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20/20 Intermediate	3 days.
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20/20 Advanced	4 days.
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## Introduction to Roof Truss Technology Course

**Rationale:** This course is designed to assist the candidates with gaining an understanding of engineering concepts in the roof industry

**Target Population:** Entry level estimators and designers.

**Pre-requisites:** Candidates entering this course are competent in:

(Maths)

Minimum of 6 months in-house training – (MiTek System).

**Learning Outcomes:** Candidates who have completed this course are able to demonstrate an understanding of the following concepts:

- |  |   |
|--|---|
| . Design Framework                           | . The Theory of Structures                    |
| . Design Environment                         | . Loads & Forces                              |
| . Structural Material                        | . Bracing                                     |
| . Roofing Terminology                        | . Measuring Sundries                          |
| . Framing and understanding of roof geometry | . Manufacture & Design of Nail Plated Trusses |
| . Trigonometry                               | . Erection of Prefabricated Trusses           |

NB: A session will be held where candidates will complete an assessment.

**Duration:** 3 Days.

NB: Travelling and Accommodation cost will be for the customer's account.

**Training on request:** Minimum of 4 candidates per session

**Structure:** All 20/20 courses will be presented in workshop session format, these courses are not aligned to any unit standard or qualification structure, a marked assessment exercise will be introduced at the end of the course, the objective of the exercise will be to:

- Allow the candidate to gauge their understanding and identify areas of development.
- Provide the mentor/ plant owner with an understanding of the candidates learning and establish their development path.
- Establish a minimum standard for progression to the next level. The 70% mark will remain a prerequisite for progression to the next level.

**Bookings:** Email : [matadza@mittek.co.zw](mailto:matadza@mittek.co.zw)

Telefax : +263-4-446548/ 487560/ 487044

# MiTek 20/20 Software Suite

## 20/20 Beginners Course

**Rationale:** This course is designed to assist the candidates developing an understanding of the 20/20 Suite of Applications for the design of roof structures.

**Target Population:** Entry level estimators and designers.

**Pre-requisites:** Candidates entering this course are competent in:

- Mathematics.
- Completed Introduction to Roof Truss Technology.
- Workplace Application of 3 months on Roof Truss Technology Level.

**Learning Outcomes:** Candidates who have completed this course are able to demonstrate an understanding of the following concepts:

- Job Processing
- Layout Design
- Basic Engineering
- Auto Takeoff ( Sundries & Bracing )
- Site Documentation
- Estimation & Reports
- Data Maintenance

NB: A session will be held where candidates will complete an assessment.

**Duration:** 3 Days.

NB: Travelling and Accommodation cost will be for the customer's account.

**Training on request:** Minimum of 4 candidates per session

**Structure:** All 20/20 courses will be presented in workshop session format, these courses are not aligned to any unit standard or qualification structure, a marked assessment exercise will be introduced at the end of the course, the objective of the exercise will be to:

- Allow the candidate to gauge their understanding and identify areas of development.
- Provide the mentor/ plant owner with an understanding of the candidates learning and establish their development path.
- Establish a minimum standard for progression to the next level. The 70% mark will remain a prerequisite for progression to the next level.

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**Rationale:** This course is designed to assist the candidates with developing their understanding of the application of intermediate design concepts and engineering analysis using the MiTek 20/20 Software Suite for the design of roof structures.

## 20/20 Intermediate Course

Target Population: Junior Estimators and Designers.

Pre-requisites: Mathematics

20/20 Beginners completed

Workplace Application of 3 months on 20/20 Beginners level.

Learning Outcomes: Candidates who have completed this course should be able to demonstrate an understanding of the following concepts:

- |                         |                         |  |
|-------------------------|-------------------------|--|
| 1) Open a Project       | 6) Design Tools         | 9) Engineering Tools                       |
| 2) Export to Layout     | 7) Analyse Roof Trusses | 10) Auto Takeoff                           |
| 3) Wall Input & Edits   | . Basics                | 11) Manual Bracing                         |
| . Column                | . Wind Loading &        | 12) Inserting the sundries as required for |
| . Chimney               | Design Info             | estimation                                 |
| . Curved                | 8) Design & analyse     | 13) Create quotes                          |
| . Mono                  | individual truss        | 14) Create production                      |
| . Poly End              | components              | reports                                    |
| 4) Planes Input & Edits | . Optimised Web         | 15) Archive Jobs                           |
| . Unknown Pitch         | Configuration           | 16) Running Cleanups                       |
| Method                  | . Optimised material    |  |
| . Tray Ceilings         | . Modify Cantilever /   |  |
| . Polynesians           | Internal Support        |  |
| 5) Truss Input & Edits  | . Add / adjust          |  |
|                         | Concentrated            |  |
|                         | Loads                   |  |
|                         | . Splicing              |  |

NB : A session will be held where candidates will complete an assessment.

Duration: 3 Days

NB: Travelling and Accommodation cost will be for the customer's account.

Training on request: Minimum of 4 candidates per session

Structure: All 20/20 courses will be presented in workshop session format, these courses are not aligned to any unit standard or qualification structure, a marked assessment exercise will be introduced at the end of the course, the objective of the exercise will be to:

- Allow the candidate to gauge their understanding and identify areas of development.
- Provide the mentor/ plant owner with an understanding of the candidates learning and establish their development path.
- Establish a minimum standard for progression to the next level. The 70% mark will remain a prerequisite for progression to the next level.

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## 20/20 Advanced Course

Rationale:	This course is designed to assist the candidates with developing their understanding of advanced engineering analysis for the MiTek 20/20 Software Suite for the design and engineering of roof structures.
Target Population:	Senior Estimators and Designers.
Pre-requisites:	Mathematics  20/20 Intermediate completed  Workplace Application of 3 months on 20/20 Intermediate level.
Learning Outcomes:	Candidates who have completed this course should be able to demonstrate an understanding of the following concepts:  Layout & Engineering: <ul style="list-style-type: none"> <li>• Advanced Worklines &amp; Planes:</li> <li>• Beam Input (MII Beam Program)</li> <li>• Polynesian with valleys</li> <li>• Eaves beams &amp; Windloads:</li> <li>• Cantilevered Hip</li> <li>• Box Gutter pointload</li> <li>• Attics</li> <li>• Attic accidents / dormer</li> <li>• Different Pitches:</li> <li>• Poly End Roof</li> <li>• Advanced Design Considerations:</li> <li>• Rafter Bearing Roof</li> <li>• Piggyback (Height)</li> <li>• Canopy (Wind)</li> <li>• Vierendeel: (BC point loads)</li> </ul> NB : A session will be held where candidates will complete an assessment.
Duration:	3 days, 1 day Assessment.  NB: Travelling and Accommodation cost will be for the customer's account.
Training on request:	Minimum of 4 candidates per session
Structure:	All 20/20 courses will be presented in workshop session format, these courses are not aligned to any unit standard or qualification structure, a marked assessment exercise will be introduced at the end of the course, the objective of the exercise will be to: <ul style="list-style-type: none"> <li>• Allow the candidate to gauge their understanding and identify areas of development.</li> <li>• Provide the mentor/ plant owner with an understanding of the candidates learning and establish their development path.</li> <li>• Establish a minimum standard for Completion of the MiTek 20/20 Software Suite.</li> </ul>
Bookings:	Email : <a href="mailto:matadza@mitek.co.zw">matadza@mitek.co.zw</a>  Telefax : +263-4-446548/ 487560/ 487044

## Training Schedule & Price

Semester 1				
Description	Start Date	End Date	Period	Cost
Introduction to Roof Technology	13/02/2018	15/02/2018	3 days	\$ 740.00
20/20 Beginners	20/03/2018	22/03/2018	3 days	\$ 740.00
20/20 Intermediate	10/04/2018	12/04/2018	3 days	\$ 740.00
Semester 2				
Introduction to Roof Technology	12/06/2018	14/06/2018	3 days	\$ 740.00
20/20 Beginners	10/07/2018	12/07/2018	3 days	\$ 740.00
20/20 Intermediate	07/08/2018	09/08/2018	3 days	\$ 740.00
20/20 Advanced	06/11/2018	09/11/2018	4 days	\$ 740.00
Training will be presented on requests from customers, provided that we have enough interested parties (a minimum of 4 candidates).				



## Standard Terms & Conditions

- Payment Terms:** Payment of course fees to be submitted to MiTek Zimbabwe (Pvt) Ltd
- Excluded from Pricing:** All pricing is exclusive of travelling, accommodation and subsistence allowances.
- Starting Time:** Training starts promptly at 8:00 am and finishes at 17:00 pm. These times may be extended due to customised courses or by special arrangement. Candidates may not be accompanied by anybody, with the exception of candidates who are physically or otherwise impaired and /or where prior arrangements have been made.
- Re-scheduling of courses:** MiTek Zimbabwe (Pvt) Ltd. reserves the right to reschedule, cancel or change the venue of courses at its discretion. Should this be the case, the client will be advised in advance via fax, email and telephone.
- MiTek Zimbabwe (Pvt) Ltd. cannot be held responsible should a candidate:
- Not have the required pre-requisites as stated in relevant course outlines.
- Course Cancellations:** All cancellations are to be received in writing by MiTek Zimbabwe.
- Where cancellations are received 2 working days prior to the course, a fee will be charged.
  - Candidates not arriving for course will be charged a cancellation fee.
  - Cancellation received for more than 5 working days prior to the course will not be charged.
  - Cancellation fees will be waived if approved alternative candidate attends.
  - Refunds of any monies resulting from the above must be applied for in writing and will be at management's discretion only.
- Re-attendance of Courses:** Based on the discretion of MiTek Zimbabwe (Pvt) Ltd. a candidate may re-attend a course for examination purposes.
- The candidate must bring the original manual along for re-attendance. In the event of this not happening, an additional fee will be charged for manuals and course material to the candidate where this is possible and at management's discretion.
  - MiTek Zimbabwe (Pvt) Ltd. reserves the right to limit the number of candidates who re-attend a specific course. This is also based on the availability of seats and subject to a minimum number of candidates per course.
- Candidates Responsibilities:** MiTek Zimbabwe (Pvt) Ltd. reserves the right to exclude candidates from attending a course due to disorderly conduct. No offensive or discriminatory language and / or behaviour will be tolerated.
- MiTek Zimbabwe (Pvt) Ltd. reserves the right to exclude candidates from a particular course due to pre requisites not being met. Refer to the pre-requisites on our course outlines.
  - MiTek Zimbabwe (Pvt) Ltd reserves the right to exclude candidates from attending a particular course should a candidate arrive late. The cut-off time is 30 minutes after training has commenced, unless an arrangement for exceptional cases has been made with management beforehand. This is to avoid disrupting the class.
  - MiTek Zimbabwe (Pvt) Ltd cannot be held responsible where negligent behaviour has resulted in loss or damage to the property of the candidate.
  - Candidates are encouraged to immediately discuss any problems with the lecturer or the Customer Support Manager.

Housekeeping:	<p>Messages will be forwarded to the candidates where possible. Please try to limit these as well as the duration of follow-ups.</p> <p>Smoking will only be allowed outside in designated smoking areas.</p> <p>Cellular phones are to be switched off during training hours. If permission has been granted beforehand, a candidate will be allowed (in exceptional cases) to leave the cell phone on during training - calls to be taken outside the classroom.</p> <p>Refreshments during training – no eating or drinking will be allowed other than the refreshments provided in the classroom.</p> <p>Valuables (including course materials) should be secured at all times.</p>
Course Material:	<p>Reference material and/or training manuals may not be copied or duplicated under any circumstances.</p> <p>Manuals and course material given to candidates attending courses are subjected to copyright laws and as such may under no circumstances be copied or distributed without the express written permission of the copyright holder or author.</p>
Assessments:	<p>Every effort is made to provide our candidates with a high-quality learning experience and to assist them in assessment preparation. However, MiTek Zimbabwe (Pvt) Ltd. cannot guarantee that a candidate will pass an assessment and cannot be held responsible in this regard.</p>
Annual Price Review:	<p>MiTek Zimbabwe (Pvt) Ltd. may review its pricing from time to time and thereby reserves the right to implement new prices at its sole discretion.</p>
Exchange Rate Fluctuation:	<p>MiTek Zimbabwe (Pvt) Ltd. reserves the right to change its pricing caused by exchange rate fluctuations where these materially affect the price of services, assessment or course offerings.</p>
Disclaimer:	<p>Presentation and/or attendance in courses and/or assessments are subject to these Standard Terms and Conditions, which exclude liability for loss of or damage to any person(s) and/or property.</p>