

## General

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### 1. Features

- 1.1. The features will apply as indicated in the promotional material, supplied by fusionBIM at the time of the Quote.

### 2. Costs

- 2.1. In the event of circumstances leading to time lost during the session:
  - 2.1.1. from the Member's side: the Member will still be invoiced for the time
  - 2.1.2. from fusionBIM's side: the Member will be credited for the time

### 3. Qualifications

- 3.1. Only applicable to On-Request and Event sessions.
- 3.2. After completion of the course, fusionBIM will supply:
  - 3.2.1. an attendance certificate for each attendee
  - 3.2.2. a result certificate in the event of testing

### 4. Order Cancellations

- 4.1. In the event that the Member cancels the Order, the Member will be liable for the following administration fees.
  - 4.1.1. Prior to 72 hours of the training event: Administration Fee (Phase 1) of Zero Rand.
  - 4.1.2. Within 72 hours of the training event: Administration Fee (Phase 2) of 30% of the trainBIM fee.
  - 4.1.3. On the day of the training event: Administration Fee (Phase 3) of 100% of the trainBIM fee.

## On-Request

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### 5. Service Delivery

- 5.1. The following aspects of the trainBIM service will be as per agreement in writing between fusionBIM and the Member:
  - 5.1.1. Date and time, Venue, Duration, Method, Qualifications; and
  - 5.1.2. Number of attendees allowed - a maximum of five per session, unless stated otherwise in writing.

### 6. Costs

- 6.1. The training cost of the Trainer (as per the Quote) is per hourly rate, and thus irrespective of the number of attendees, unless stated otherwise in writing.

### 7. On-Site

- 7.1. The travel, accommodation and venue costs (where applicable) of the Trainer is not included in the Quote, unless stated otherwise in writing. Refer to *Terms & Conditions - supportSITE*.
- 7.2. The Member will have one of two choices regarding the venue:
  - 7.2.1. At the offices of the Member; or
  - 7.2.2. At a pre-arranged venue.
- 7.3. If at the offices of the Member, the Member will ensure the following:
  - 7.3.1. Venue
    - 7.3.1.1. to provide for classroom or boardroom set-up
    - 7.3.1.2. projector screen
  - 7.3.2. For each attendee, as well as the Trainer:
    - 7.3.2.1. chair and desktop space
    - 7.3.2.2. electrical powerpoint
    - 7.3.2.3. internet connection - wi-fi or network cable - suggest 4Mbps capacity
- 7.4. If at the offices of the Member, fusionBIM will ensure the following:
  - 7.4.1. Data projector
- 7.5. If at a pre-arranged venue, fusionBIM will ensure the following, unless stated otherwise in writing.
  - 7.5.1. Making all necessary arrangements with the venue organizers.
- 7.6. Attendees must supply their own hardware (computers/laptops) and head set earphones. Please request fusionBIM for a quotation to supply these if this is not possible for you.

### 8. Online

- 8.1. Refer to *Terms & Conditions - supportLINE*.

## Webinar

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### 9. Features

- 9.1. The features will apply as indicated in the promotional material, supplied by fusionBIM at the time.
- 9.2. Refer to *Terms & Conditions - supportLINE*.

## Event

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### 10. Features

- 10.1. The features will apply as indicated in the promotional material, supplied by fusionBIM at the time.

## trainBIM | AC20 | Express Volume 1 & 2

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### 11. Features

- 11.1. The BIM Concept and Basic ARCHICAD – Combining Volume 1 and 2 into a more condensed version.
- 11.2. The training is to be run by an instructor with students or users following the instructor at their own workstation. The PDF guide is to be followed in conjunction with the training videos.

### 12. Duration

- 12.1. 12 hour guided course over period of two consecutive days.

### 13. Content

- 13.1. Read more.

### 14. Qualification

- 14.1. Prerequisite: None
- 14.2. The trainer will complete a proficiency evaluation with each student at the completion of each course level.

### 15. CPD credits

- 15.1. fusionBIM will supply an attendance certificate that can be submitted to SACAP for CPD Category 3 credits.

## trainBIM | AC20 | Volume 1

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### 16. Features

- 16.1. Title: ARCHICAD Training Series Vol. 1 – The ARCHICAD BIM Concept.
- 16.2. The training will be conducted by a qualified trainer.
- 16.3. The training is to be run by an instructor with students or users following the instructor at their own workstation. The PDF guide is to be followed in conjunction with the training videos.

### 17. Duration

- 17.1. 12 hour guided course over period of two consecutive days.

### 18. Intent of the session

- 18.1. To familiarize users with the ArchiCAD interface and environment, 3D Navigation and 2D Navigation. Introduction of the concept of the Virtual Building and how documentation workflow functions on a typical project using ArchiCAD. Introduction of basic drafting tools and methods.

### 19. Overview

- 19.1. Introduction – ArchiCAD BIM concept – Building information modeling (BIM) is a process involving the generation and management of digital representations of physical and functional characteristics of a facility. The resulting building information models become shared knowledge resources to support decision-making about a facility from earliest conceptual stages, through design and construction, through its operational life and eventual demolition.
- 19.2. The ArchiCAD Interface – Opening projects, toolbars, Menus, Navigator, 2D Project Navigation, 3D Navigation, etc
- 19.3. Navigate Around the Floor Plan
- 19.4. Navigate in 3D
- 19.5. The Virtual Building Concept
- 19.6. The Documentation Workflow – Trace Reference. Generating different views from the 3D Model – the six factors that allow view definition in ArchiCAD: Layer Combinations, Scale of the drawing, Structure / Partial Structure display, Pen Sets, Model View Options, Renovation Filter (also useful for Construction Phasing). Basic drafting, selection methods, construction aids (grids, special snap points, adding nodes, etc)

### 20. Outcomes of training

- 20.1. An understanding of the ArchiCAD interface and environment as well as basic workflow methods and basic drafting skills. This is especially important when users are accustomed to the old 2D drafting methods. Users will be familiar with the highlighted tools and methods on the following page.

### 21. Qualification

- 21.1. Prerequisite: None
- 21.2. The trainer will complete a proficiency evaluation with each student at the completion of each course level.

### 22. CPD credits

- 22.1. fusionBIM will supply an attendance certificate that can be submitted to SACAP for CPD Category 3 credits.

## trainBIM | AC20 | Volume 2

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### 23. Features

- 23.1. ARCHICAD Training Series Vol. 2 – Basic ARCHICAD.
- 23.2. The training will be conducted by a qualified trainer.
- 23.3. The training is to be run by an instructor with students or users following the instructor at their own workstation. The PDF guide is to be followed in conjunction with the training videos.

### 24. Duration

- 24.1. 12 hour guided course over period of two consecutive days.

## **25. Intent of the session**

- 25.1. To familiarize users with ArchiCAD's basic modelling and documentation tools and techniques at an in-depth level.

## **26. Overview**

- 26.1. ArchiCAD Series 2 builds on the knowledge acquired in Series 1 exploring most of Series 1 Highlights in greater depth.
- 26.2. The ArchiCAD Interface – opening projects, toolbars, Menus, Navigator, 2D Project Navigation, 3D Navigation, Curtain Wall tools, Doors, Windows, Creating Stories, Stairs, Dimensioning, Elevations, Sections, Libraries and Placing Objects, Merging plans, 3D documents, Layouts, Project Info, Visualisation (rendering) and exporting to PDF.
- 26.3. Curtain Wall – creation, 3D editing, custom panels.
- 26.4. Doors – placement, introduction to basic settings and mirroring door openings in walls. Stairs – placement, creating a custom stair,
- 26.5. Dimensioning – placement, Automatic Dimensioning, inserting new dimension points, Sections and Elevations – placement, dimensioning, background images,
- 26.6. 3D Documents – creation of 3D document, dimensioning, etc
- 26.7. Layouts-placing & resizing Views.

## **27. Outcomes of training**

- 27.1. Users should be able to use all of the basic ArchiCAD construction elements (walls, doors, windows, curtain walls, roofs, etc). Users should be familiar with the highlighted tools and methods.

## **28. Qualification**

- 28.1. Prerequisite: Completion of ARCHICAD Training Series Vol. 1 or previous ARCHICAD experience.
- 28.2. The trainer will complete a proficiency evaluation with each student at the completion of each course level.

## **29. CPD credits**

- 29.1. fusionBIM will supply an attendance certificate that can be submitted to SACAP for CPD Category 3 credits.

## **trainBIM | AC20 | Volume 3**

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### **30. Features**

- 30.1. ARCHICAD Training Series Vol. 3 – Intermediate ARCHICAD.
- 30.2. The training will be conducted by a qualified trainer.
- 30.3. The training is to be run by an instructor with students or users following the instructor at their own workstation. The PDF guide is to be followed in conjunction with the training videos.

### **31. Duration**

- 31.1. 12 hour guided course over period of two consecutive days.

### **32. Intent of the session**

- 32.1. To familiarize users with the advanced modeling and documentation tools of ArchiCAD.

### **33. Overview**

- 33.1. Mesh tool – placement and usage, creation from Surveyors data
- 33.2. Intermediate modeling tools and methods – creating new stories, curved walls, wall openings, stairs and foundations
- 33.3. Doors and Windows – Placement, reveal depth, internal doors, modifying placed elements, etc
- 33.4. Stairs and Foundations – creating and placement
- 33.5. Zone tool – Zone categories, automatic zones, manual zones, image fills, colour options & Zone Stamp modification.
- 33.6. Dimensions – creating and editing dimensions, adding and subtracting points, radial and level dims, overriding dims, etc
- 33.7. Libraries and Objects -placement, adding new libraries, furniture and equipment, etc
- 33.8. Details and Schedules – model clean-up to produce detail reference, creating and modifying schedules
- 33.9. Documentation and Visualisation – creating views and folders in the Project Map, saving 3D views, creating renders, various render engines and options, model lighting.
- 33.10. Basic Collaboration – Layouts, publishing and IFC

### **34. Outcomes of training**

- 34.1. Users should be able to fully model, render and document a small project using the recommended ArchiCAD workflow

### **35. Qualification**

- 35.1. Prerequisite: Completion of ARCHICAD Training Series Vol. 1 & 2
- 35.2. The trainer will complete a proficiency evaluation with each student at the completion of each course level.

### **36. CPD credits**

- 36.1. fusionBIM will supply an attendance certificate that can be submitted to SACAP for CPD Category 3 credits.

## **trainBIM | AC20 | Volume 4**

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### **37. Features**

- 37.1. ARCHICAD Training Series Vol. 4 – Advanced ARCHICAD.
- 37.2. The training will be conducted by a qualified trainer.
- 37.3. The training is to be run by an instructor with students or users following the instructor at their own workstation. The PDF guide is to be followed in conjunction with the training videos.

### **38. Duration**

38.1. 12 hour guided course over period of two consecutive days.

### **39. Intent of the session**

39.1. To familiarize users with the advanced modeling and documentation tools of ArchiCAD.

### **40. Overview**

- 40.1. Modeling basics – grids, multiplying object across stories, layer locking, 3D element filtering, slabs, holes in slabs, adding objects, etc
- 40.2. Hotlinked Modules – repetitive / modular elements
- 40.3. Advanced modeling – profile manager, shell tool and freeform elements
- 40.4. Documentation and Visualisation – creating and managing view sets, the Organizer, zone stamps and variations, automatic dimensions, detail markers, display order, 3D window settings, photorendering settings, camera placement, path definition, basic path animations, etc
- 40.5. Collaboration – worksheets, external drawing placement (DWGs,etc), Trace Reference and Splitter usage. Scheduling – interactive schedules, modifying schedules, 2D representation and annotation.
- 40.6. Layouts – Master layouts – editing, creating, applying Master Layout to folders, modifying Master Layout colours, drawing manager, publishing layouts.

### **41. Outcomes of training**

41.1. Users should be able fully model, render and document a medium project using the recommended ArchiCAD workflow

### **42. Qualification**

- 42.1. Prerequisite: Completion of ARCHICAD Training Series Vol. 1, 2 & 3
- 42.2. The trainer will complete a proficiency evaluation with each student at the completion of each course level.

### **43. CPD credits**

43.1. fusionBIM will supply an attendance certificate that can be submitted to SACAP for CPD Category 3 credits.

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## **trainBIM | AC20 | Volume 5**

### **44. Features**

- 44.1. ARCHICAD Training Series Vol. 5 – Using Teamwork.
- 44.2. The training will be conducted by a qualified trainer.
- 44.3. The training is to be run by an instructor with students or users following the instructor at their own workstation. The PDF guide is to be followed in conjunction with the training videos.

### **45. Duration**

45.1. 12 hour guided course over period of two consecutive days.

### **46. Intent of the session**

46.1. To familiarize users with the Teamwork and Collaboration aspects of ArchiCAD.

### **47. Overview**

- 47.1. BIM server – installation and management, local and remote access to the BIM server, Managing Users and defining their Roles.
- 47.2. Backups
- 47.3. Working in Teamwork – Sharing the project, Joining the project, reserving elements by criteria or selection, creating new elements. and attributes
- 47.4. Sending and Receiving – Sending, Receiving, working Offline, releasing elements Team Communication – instant messaging, requesting elements, assigning elements. Reserving other project data – reserving project attributes, view and layouts.
- 47.5. BIM library management.

### **48. Outcomes of training**

48.1. Users should be able to work in a teamwork large project environment.

### **49. Qualification**

- 49.1. Prerequisite: Completion of ARCHICAD Training Series Vol. 1, 2, 3 & 4
- 49.2. The trainer will complete a proficiency evaluation with each student at the completion of each course level.

### **50. CPD credits**

50.1. fusionBIM will supply an attendance certificate that can be submitted to SACAP for CPD Category 3 credits.

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## **trainBIM | Smart-XA Tool Suite | Fundamentals**

### **51. Duration**

51.1. 4 hour guided course.

### **52. Intent of the session**

52.1. Enabling the user to understand the workflow, to utilize the tool's full potential.

### **53. Overview**

- 53.1. How to install and set up the smart-XA Tool Suite.
- 53.2. How to use the smart-XA Tool Suite.
- 53.3. How to implement the smart-XA Tool Suite on an existing project and new a project.
- 53.4. How to update your office templete to include the smart-XA Tool Suite.