



Contract Supervisor's and Inspector's Course

This course is designed to support the development of contract administration skills and knowledge of Contract Supervisors and Inspectors. Along with the more familiar subjects related to contract administration, the course also addresses some important people skills that Supervisors and Inspectors need in their day to day activities, including human relations, communication, conflict resolution and dispute management.

2010 COURSE DATES

Townsville	10 - 11 March
Perth	17 - 18 March
Brisbane	06 - 07 May
Sydney	10 - 11 June
Melbourne	13 - 14 July
Hobart	17 - 18 August
Adelaide	10 - 11 November

Standard Rate	\$1180.00pp + GST (\$1298.00)
Early Bird*	\$1100.00pp + GST (\$1210.00)
Members* of EEA, CCF, APESMA, IPWEA	\$1050.00pp + GST (\$1155.00)
Groups of 3 or more°	\$1000.00pp + GST (\$1100.00)

* Registration and payment required 6 weeks prior to course

° Registration and payment required 4 weeks prior to course

CONTINUING PROFESSIONAL DEVELOPMENT

This course satisfies Engineers Australia CPD guidelines.

This course provides 16 hours of structured Continuing Professional Development.

A Statement of Attendance will be issued upon successful completion of the course.

TESTIMONIALS ABOUT CCI COURSES

"Invaluable to all contract supervisors and inspectors."

"Well worth attending as it will inform and enlighten you in contracts and supervision."

"Good overview of managing and supervising contracts under AS 2124 / AS 4000."

"The course is a must if you are employed in a role where you are involved in the supervision of contracts and contractors."

"Excellent overview of contract administration, not just inspection. Very practical."

"Very beneficial is dealing with contracts and contractors."

COURSE TOPICS

- Introduction to contracting
- Contract basics
- Roles and responsibilities
- Contract documents
- Contract administration
- Human relations
- Communication
- Conflict resolution and disputes

COURSE OUTCOMES

On completion of the course, participants should:

- Understand the fundamentals of contract management, contract law and contract administration in relation to the role of a supervisor or inspector
- Appreciate the roles and responsibilities of the main entities involved in a contract, including the Principal, Contractor, Subcontractor, Superintendent and Superintendent's Representative
- Understand the various components that comprise a set of contract documents
- Recognise the key issues relating to the administration of a contract at site level
- Have knowledge in the factors that affect human relations on an individual or team basis and how a supervisor or inspector can positively influence those
- Understand the importance of communication as a supervisor or inspector
- Understand the relevance of conflict resolution and disputes in a contractual situation
- Be able to administer responsibilities under the contract through a variety of means
- Understand supervisor and inspector duties under a contract

DETAILED COURSE OUTLINE

- Available from link at Course Calendar



Contract Supervisor's and Inspector's Course

2010 Registration Form

Please photocopy this form as required, complete and fax to CCI on (07) 3236 2046 or e-mail to training@ccintl.com.au or post to PO Box 10500, Adelaide Street, Brisbane, Queensland 4000, Australia
ABN: 41 131 764 200

office use only

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Groups of 3 or more	\$1000.00 + GST (\$1100.00pp)	Members *	\$1050.00 + GST (\$1155.00pp)

PUBLIC COURSE DETAILS

Course Title: **Contract Supervisor's and Inspector's Course** Course Dates: _____ Course Location: _____

CONTACT DETAILS

Company Name: _____ ABN: _____ Contact Name: _____

Company Postal Address: _____

Contact No.: _____ Contact Email: _____

PARTICIPANT(S) DETAILS

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

*Members discounts are offered to financial members of the following associations; Engineers Australia (EA), Civil Contractors Federation (CCF), The Association of Professional Engineers, Scientists & Managers, Australia (APESMA), The Institute of Public Works Engineering Australia (IPWEA), Urban Development Institute of Australia (UDIA)

Your investment includes: expert presentation, comprehensive workbook, meals and refreshments and attendance certificate
Submission of a completed registration form denotes acceptance of the Terms and Conditions below.

TERMS AND CONDITIONS	TRANSFERS AND CANCELLATIONS	CONTRACT CONTROL INTERNATIONAL
<p>Payment can be made with registration or a tax invoice will be issued. • Payment terms, where payment is not made with registration, are 7 days from invoice date or prior to course commencement, whichever occurs earlier. • Registrations are not confirmed until payment is received in full. • Discounts cannot be combined.</p> <p>- Early Bird discounts apply when registration and payment is received at least six (6) weeks prior to course commencement</p> <p>- Member's discounts apply when registration and payment is received at least six (6) weeks prior to course commencement</p> <p>- Group discounts apply when three (3) registrations are received simultaneously and payment is received at least four (4) weeks prior to course commencement</p>	<p>Participant transfers and cancellations will only be accepted in writing.</p> <p>More than 2 weeks before a course Transfers from person to person or across advertised courses will incur a \$100 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$150 (plus GST).</p> <p>1 to 2 weeks before a course Transfers from person to person or across advertised courses will incur a \$150 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$200 (plus GST).</p> <p>Less than 1 week before a course Transfers from person to person or across advertised courses will incur a \$200 (plus GST) administration charge per transfer. For cancellations in this case course fees will not be refunded.</p>	<p>(CCI) reserves with right at any time and without prior notice to change the venue/presenters or program from that described in this brochure or online. CCI also reserves the right, at its absolute discretion and without further liability, to cancel or postpone any program. In such case registrants (or their delegates) may attend the next available course free of any transfer or other administrative fee.</p>

How did you hear about us?

- Magazine or Newsletter Advertisement _____ Conference Flyer _____ Internet Search or CCI Website
- CCI Email Colleague Electronic Newsletter _____ Other _____

PAYMENT DETAILS - To secure your place, payment must accompany this form. Payment may be made by the methods outlined below.

Purchase orders will only confirm a place in the course with prior approval from CCI.

Please fax registration form to (07) 3236 2046 or email to training@ccintl.com.au

I am paying by **Electronic Funds Transfer** Amount (inc GST) \$ _____ Tax invoice will be provided upon receiving registration form.

Please debit my **credit card**:

Visa Mastercard

Card no: _____ Verification Number: _____ Total amount: \$AU _____ Expiry Date: _____

Cardholder's name: _____ Cardholder's Signature: _____

Receipt of payment will be provided once payment made.

Postal Address:
PO Box 10500, Adelaide St
Brisbane Qld 4000

CONTRACT CONTROL INTERNATIONAL PTY LTD

Contract Management Consultants and Trainers

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Fax: (07) 3236 2046