



Preparing Scopes of Work and Specifications

This course applies to all persons (particularly contract management personnel) involved with the preparation of specifications and/or scopes of work. The course is useful in introducing, reinforcing or refreshing the necessary skills to properly prepare these documents in accordance with modern practice.

2010 COURSE DATES

Brisbane	26 February
Melbourne	03 March
Sydney	12 March
Townsville	12 March
Perth	16 March
Hobart	26 March
Mackay	18 May
Newcastle	26 May
Gladstone	06 October
Darwin	12 October
Adelaide	12 November

Standard Rate	\$730.00pp + GST (\$803.00)
Early Bird*	\$680.00pp + GST (\$748.00)
Members* <small>of EEA, CCF, APESMA, IPWEA</small>	\$640.00pp + GST (\$704.00)
Groups of 3 or more°	\$610.00pp + GST (\$671.00)

* 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 8 hours of structured Continuing Professional Development.

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

TESTIMONIALS ABOUT CCI COURSES

"Excellent for people who have to write specs for their job."

"Great start to understanding and writing scopes and specs."

"Very informative and would recommend this or other courses provided by the company. Very well presented, very knowledgeable presenters."

COURSE TOPICS

- Contract basics
- Contract documents
- Scopes of work
- Specifications
- Preparing and writing documents
- Tips & traps

COURSE OUTCOMES

On completion of the course, participants should:

- Develop a basic understanding of contract law and its association with scopes of work and specification documents
- Understand the contractual context within which the documents reside
- Understand the importance of a scope of work document and of its use as a tender document and as a pricing tool for contractors
- Understand the different types of specifications and where they best apply
- Understand the various requirements to be considered in developing a specification
- Know the basic rules to support the scope of work and specification writer, with detailed writing styles and techniques that can be applied to the production of these documents

DETAILED COURSE OUTLINE

- Available from link at Course Calendar



Preparing Scopes of Work and Specifications

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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PUBLIC COURSE DETAILS

Course Title: **Preparing Scopes of Work and Specifications** 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.

<p>TERMS AND CONDITIONS</p> <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>TRANSFERS AND CANCELLATIONS</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>CONTRACT CONTROL INTERNATIONAL</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>
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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

www.ccintl.com.au
Phone: (07) 3236 1936
Fax: (07) 3236 2046