



Advanced Contract Administration

This course builds upon information imparted in CCI's Contract Administration-Works and Contract Administration-Services courses. It supports the development of the skills and knowledge of persons involved in the administration of contracts and provides a practical insight, backed with applicable case law, into relevant areas of contracting, project delivery, contract law and construction claims.

2010 COURSE DATES

Sydney	10 - 11 March
Perth	20 - 21 October
Brisbane	23 - 24 November

Standard Rate	\$1400.00pp + GST (\$1540.00)
Early Bird*	\$1300.00pp + GST (\$1430.00)
Members* of EEA, CCF, APESMA, IPWEA	\$1230.00pp + GST (\$1353.00)
Groups of 3 or more ^o	\$1180.00pp + GST (\$1298.00)

* Registration and payment required 6 weeks prior to course

^o 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

"Excellent for getting broad overview and general understanding of contract administration. Presenter had excellent knowledge and good rapport with participants – excellent dissemination of information."

"Definitely will encourage colleagues handling contracts to attend this course."

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

COURSE TOPICS

- Overview of the law
- Contract types
- Traditional project delivery methods
- Relationship-based project delivery methods
- Contract administration issues and relevant case law
- Construction claims
- Commercial negotiation skills

COURSE OUTCOMES

On completion of the course, participants should:

- Have an improved understanding of a range of legal issues relating to contract administration
- Recognise the various types of construction contracts and their applications
- Have an understanding of the fundamentals of the various forms of traditional and relationship contracting, their benefits and risks, and their applicability to various contractual situations
- Have an improved understanding of a number of key contractual issues relating to contract administration and the Court's interpretation of those issues
- Have a broad understanding of the various types of claims that exist, the legal basis of claims, how claims are initiated, and the processes involved in presenting and defending construction claims
- Have an understanding of the basic principles underpinning negotiations, a model to apply to your contract negotiations, and an understanding of the limits within which negotiations operate

DETAILED COURSE OUTLINE

- Available from link at Course Calendar



Advanced Contract Administration

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

Standard Rate	\$1400.00 + GST (\$1540.00pp)	Early Bird	\$1300.00 + GST (\$1430.00pp)
Groups of 3 or more	\$1180.00 + GST (\$1298.00pp)	Members *	\$1230.00 + GST (\$1353.00pp)

PUBLIC COURSE DETAILS

Course Title: **Advanced Contract Administration** 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

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.

- **Early Bird discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Member's discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Group discounts** apply when three (3) registrations are received simultaneously and payment is received at least four (4) weeks prior to course commencement

TRANSFERS AND CANCELLATIONS

Participant transfers and cancellations will only be accepted in writing.

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).

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).

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.

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(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.

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 (incl 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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