



Contract Administration - Services

This course is designed to support the further development of the skills and knowledge of persons involved with the administration of services contracts. It is aimed at introducing, reinforcing or refreshing the skills required for good contract administration.

2011 COURSE DATES

Brisbane 3 - 4 August

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 14 hours of structured Continuing Professional Development.

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

TESTIMONIALS ABOUT CCI COURSES

"Extensive experience and knowledge. Excellent presentation style."

"Open, approachable and good use of real live experiences, not just theory."

"Fantastic - presenter engaged us regularly and promoted group discussion making it very interesting."

"High knowledge of subjects and very informative."

COURSE TOPICS

- Background to the contracting process
- Basic law of contract
- Standard form contracts
- Communication skills
- Key aspects of AS 4919 - 2003
- In-house services contracts
- Case studies and the law
- Tips and traps

COURSE OUTCOMES

On completion of the course, participants should:

- Have an understanding of the fundamentals of the contracting process
- Understand the basics of contract law, recognize the various types of contracts and the documents that comprise a contract
- Understand the AS 4000-1997 suite of documents including their purpose and limitations
- Knowledge of the three basic communications skills, with ideas to improve listening and understanding skills
- Develop an understanding of AS 4919 - 2003 particularly in relation to:
 - ▶ Roles and responsibilities
 - ▶ Commercial issues
 - ▶ Time issues
 - ▶ Cost issues
 - ▶ Documentation and records
 - ▶ Problems and disputes
- Be aware of the types and uses of in-house services contracts, across the general spectrum
- Be able to relate to relevant Australian case studies

DETAILED COURSE OUTLINE

- Available from link at Course Calendar

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Contract Administration - Services

2011 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 ADMINISTRATION - SERVICES** Course Dates: 3 - 4 August 2011 Course Location: Brisbane

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.

PAYMENT CONDITIONS

Payment can be made with registration or a tax invoice will be issued.

Payment terms, where payment is not made with registration, are immediate from invoice date. For course positions to be confirmed payment must be received not later than two (2) days prior course commencement.

Registrations are not confirmed until payment is received in full. **Early Bird and 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. Discounts cannot be combined.

TRANSFERS AND CANCELLATIONS

If you are unable to attend, written notice is required prior to course commencement.

Transfers

Transfers from person to person or between courses do not attract any additional fee.

Cancellations

Greater than 4 weeks before a course

We will offer you a credit or a refund should you cancel more than four (4) weeks prior to course commencement.

2 to 4 weeks before a course

We will offer you a credit or a refund less 10% of the course fee for cancellations received 2-4 weeks prior to course commencement.

Less than 2 weeks before a course

Unfortunately no credits or refunds will apply should you cancel less than two (2) weeks prior to course commencement.

OUR DISCLAIMER

CCI reserves the right at any time and without prior notice to change the venue/presenters or course 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 course. In such a case registrants (or their delegates) may attend the next available course free of any transfer 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 (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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