

BASIC CONTRACT ADMINISTRATION

- ❖ Is your building business suffering a breakdown in the management of the building contracts?
- ❖ Is it due to site information not being passed on to the right people?



Topics covered in the course include:

- Understanding the Contract
- The BIG three:
 - Variations
 - Delays
 - Defects
- Communication and Dispute Resolution

Participants are encouraged to bring the contracts they use to the course. This will provide them with a greater understanding of the documents they use and where to find relevant provisions.

DATE:	Thursday 9 April, 2015		
TIME:	8.30am – 12.30pm		
TRAINER:	Alana Dowley – Director, Encore Legal Pty Ltd		
VENUE:	Master Builders Training Centre, 594 Hay Street, JOLIMONT		
COST:		<u>Course Fee</u>	<u>Total</u>
	MBA Member	\$460.00	\$460.00*
	Non-member	\$500.00	\$500.00*
	MBA Member eligible for CTF subsidy	\$460.00 -\$116.00 [^]	\$344.00*
	Non-member eligible for CTF subsidy	\$500.00 -\$116.00 [^]	\$384.00*

If you require further assistance, please contact our friendly team at the Master Builders Training Centre on **9441 8000** or by email training@mbawa.com



The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.

*Prices subject to change. ^Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.



REGISTRATION FORM - BASIC CONTRACT ADMINISTRATION (mbca)

Please Note: This course is subsidised by the Construction Training Fund. The CTF requires that each participants personal contact details be provided, otherwise the full course fee applies.

Course Time: 8.30am – 12.30pm	Course Date: Thursday 9 April, 2015
Full Name of Participant:	
Participants Date of Birth:	
Residential Address of Participant:	
Suburb:	Postcode:
Mobile contact no:	
Email address:	
Participant Job Title:	
Job Description (brief detail):	

Company/Employer:		
Address:		Postcode:
Contact person:		
Phone:	Fax:	Mobile:
Email:		
Please tick the industry sector in which you work	Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

Payment and Registration Details	
Registration	To guarantee your place on the course please return this registration form, with fees, to: FAX: 9441 8001 EMAIL: training@mbawa.com POST: Master Builders Training Centre, 594 Hay Street, Jolimont 6014
Eligible for CTF	MBA member \$344.00 p.p. non-member \$384.00 p.p.
Not eligible for CTF	MBA member \$460.00 p.p. non-member \$500.00 p.p.
<i>Please note that course costs subject to change. This course is GST free</i>	

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	Amount: \$
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Credit Card Details:	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>
Card number:	Expiry Date:	
Cardholders name:	Signature:	

You must quote your **INVOICE NUMBER** as the reference when paying by Direct Deposit.

Cancellation Notice	<i>Please note, fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person.</i>
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Please contact our friendly training team for assistance on **9441 8000**
or email training@mbawa.com for any further information.