

PERTH METRO

MASTER BUILDERS
WESTERN AUSTRALIA

Monday
18 May, 2015

*It's not enough to just deliver the project to the plans and specifications.
You've committed to a contract and you need to understand your obligations.*

CONTRACT MANAGEMENT COURSE

Lack of knowledge and understanding of building contracts is the cause of numerous unprofitable building projects. The contract provides the basis for the scope of work, getting paid, managing time and quality issues, documenting project management and resolving disputes. You need to work through the contract as you work through the job. Do you know how to do that?

This is a must for builders, sub-contractors, suppliers, contract managers and administrators.



This one-day course is an overview of every area of contract management for those who need to know a little about everything.

- Contract formation and interpretation
- The claims process
- Variations, EoT's and delay costs
- Management teams
- Dispute resolution

Standard contracts are used in the workshop but participants are encouraged to bring contracts they currently use and are familiar with.

DATE : Monday 18 May, 2015

TIME: 9.00am – 4.00pm

VENUE: Master Builders Training Centre, 594 Hay St, JOLIMONT

TRAINER: Alana Dowley – Director, Encore Legal Pty Ltd

COST:	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$595.00	\$595.00*
Non-member	\$655.00	\$655.00*
MBA Member eligible for CTF subsidy	\$595.00 - \$203.00 [^]	\$392.00*
Non-member eligible for CTF subsidy	\$655.00 - \$203.00 [^]	\$452.00*

If you require further assistance, please contact Carolyn Fitzgerald, Training Coordinator on **9441 8000** or 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.



CONTRACT MANAGEMENT COURSE (mcnm)

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: 9.00am – 4.00pm	Course Date: Monday 18 May, 2015
Full Name of Participant:	
Date of Birth of Participant:	
Residential Address of Participant:	
Suburb:	Postcode:
Mobile phone contact:	
Participant 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 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 \$392.00 p.p. non-member \$452.00 p.p.
Not eligible for CTF	MBA member \$595.00 p.p. non-member \$655.00 p.p.
Course costs are subject to change. This course is GST free	

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	Amount: \$
Credit Card Details:	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date: _ _ / _ _	
Cardholders Name:	Signature:	
You <u>must</u> please quote 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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