

training

**GERALDTON
MONDAY
15th JUNE 2015**

CONTRACT MANAGEMENT

***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.***

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 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

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

Standard contracts are used in the workshop, however participants are encouraged to bring contracts currently being used and are familiar with.

DATE: Monday, 15th June 2015
TIME: 8.30am – 5.00pm
VENUE: Master Builders Training Centre, 4 Walton Close, Geraldton
TRAINER: Alana Dowley – Encore Legal Pty Ltd

COST: FROM \$424*[^]

*Subject to Master Builders Membership and Construction Training Fund eligibility

[^]Full course cost for Non members and NOT eligible for Construction Training Fund subsidy \$730



"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 the costs of training for eligible workers."

*Prices subject to change. *Construction Training Fund (CTF) subsidy available for eligible course participants.

To book your place on this training course, please complete the accompanying registration form.

If you require further assistance, please contact Megan Parker, Training Coordinator on 9921 5061 or email training@mbawa.com



REGISTRATION FORM CONTRACT MANAGEMENT (mcm) GERALDTON

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 fee applies.

Course Date: Monday, 15th June 2015	Course Time: 8.30am – 5.00pm
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 <u>tick</u> 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: 9921 5061 Email: megan@mbawa.com	
Eligible for CTF	MBA member \$424.00 p.p.	non-member \$474.00 p.p.
Not eligible for CTF	MBA member \$680.00 p.p.	non-member \$730.00 p.p.
Course costs are subject to change.		
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:	
EFT Direct Credit Details: BSB: 306 051 Account: 0398729 Reference: “Company name – CoMa”		
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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