



# Builders CPD 12 Points in One Day 2009

## SELECTION AND PREPARATION OF CONTRACTS

### Selection and Preparation of contracts.

The conference will cover the selection, preparation and administration of building contracts.

#### Topics covered

- Selecting the appropriate contract for the works to be undertaken.
- Preparing the contract ensuring all relevant documentation is attached and the contract is executed correctly.
- Administering the contract – rise and fall payments, progress payments, extensions of time, variations, contract completion and finalisation, defects liability.
- Identifying contractual penalties such as liquidated damages, and how to minimise their impact.
- Build on your underpinning knowledge from session 1 Communications – Contracts – Dispute resolution

### Looking For Qualifications?

This module is one of three sessions for the “Unit of competency BCBCG4016 Administer a Construction Contract”.

Builders CPD will be offering two additional sessions to complete unit of competency.

Each session is a stand alone training module. Each session includes an assessment component. Each session earns 12 CPD points.

### CPD points will no longer be earned for:

- mentoring students
- good compliance history
- industry association membership.

## Registration

### Builders CPD Conference - \$495

Fee includes course materials, lunch, morning and afternoon tea.

**Group Discount**  
**10% discount for bookings**  
**of three persons or more**

### Builders CPD

T: 02 8001 6604

F: 02 8088 0731 (faxed registrations)

E: info@builderscpd.com.au

P.O. Box 922

Neutral Bay NSW 2089

Registrations may be cancelled in writing up to six weeks prior to the date of the course and a full refund will be provided less \$50.00 administration fee. No refunds can be made less than six weeks prior to event. Builders CPD retains the right to vary the seminars to deal with unforeseen circumstances. This includes canceling or rescheduling a conference and changing speakers or content if occasion obliges us to do so.

I/We authorise Builders CPD to release all registration details to TAFE NSW – NSI. This information is needed by TAFE NSW – NSI to manage your registration and course participation. No personal information will be disclosed outside of TAFE NSW without your express consent, except where required by law.

### Builders CPD Conference - \$495

25th September 2009, 7:15am - 2:30pm

Grand Pittwater Function Centre, North Ryde

Please enrol me for the Builders CPD Conference

Name \_\_\_\_\_

Address \_\_\_\_\_

P/C \_\_\_\_\_

Date \_\_\_\_\_

Business Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

BLic Exp: \_\_\_\_\_

BLic No: \_\_\_\_\_

Visa

American Express

Mastercard

Cheque

Card No. \_\_\_\_\_

Name on card \_\_\_\_\_

Exp \_\_\_\_\_

Sign \_\_\_\_\_

Cheques payable to Builders CPD

\* An additional fee of 2.0% of the total registration fees is payable for all payments made via credit cards

Bookings and enquiries call: 02 8001 6604