

### **Contracting Skills: Claims**

#### **Course Content :**

- Causes of claims – Disputes – Ambiguity of Vagueness of Documentation – Differences in Interpretation of Conditions.
- Treatment of Claims in terms of GCC 1990.
- Claims Procedures – Importance of Time Restrictions, Rights & Responsibilities of the Employer, the Engineer & the Contractor.
- Qualification of Claims in terms of Money on Time, Resolution of Claims – Conciliation, Mediation, Arbitration, Litigation – Analysis & Appraisal of each Method.
- Settlement of Claims – Practical Issues.

**Entry Assumptions :** NQF Level 5

**Duration :** 1 Days

### **Contracting Skills: Site Inspection**

#### **Course Content :**

- Reasons for holding Site Inspections
- Desirability or Otherwise of Site Inspections
- Elements of the Inspection
  1. Timing
  2. Participants
  3. Venue
  4. Documentation
- Conducting the meeting & Attendance
- Main feature of the Inspection
  1. Information supplied
  2. Questions & Answers Elicited regarding the Site
  3. Requests for Further Information
  4. Queries regarding Documentation, Drawings, reports, etc...
- Further Inspection & Examination of the Site & Related Areas after the Official Inspection
- The Treatment of Information and Deductions gained from the Inspection, and Ensuing Matters.

**Entry Assumptions :** NQF Level 5

**Duration :** ½ Days

## Contracting Skills: Estimating

### Course Content :

- The vital Importance of Estimating as a Contracting Skill
- The Elements of Estimating – The Necessary information and Sources eg. Bills of Quantity, Drawings, Reports, Contractor's Own Measurements & Surveys.
- The Tools Required – Plant Costs, Performance Figures, Productivity Records, References, etc. – The Estimator & his Team
- Units of Measurements & Pay Items
- The Calculation of Site Cost – Examples of Cost Computation & Rates Assessment
- The Significance of P&G Items
- The Assessment of On-&-Off-Site Overheads
- The Difference between Estimated & Tendered Rates – Profit Margin & Overheads Recovery.
- The Role & Inputs of Sub-Contractors
- Finalisation of a Tender & Distribution of Rates & Charges Front-End Loading & Unbalancing – Pros & Cons, Escalation Considerations
- Daywork Rates, Provisional Quantities, PC Items & Mark-Ups – The Proper Preparation of the Tender Document
- Information Extracted from other Tender Prices & Analysis of Tenders after closing

**Entry Assumptions :** NQF Level 5

**Duration :** 2 Days

## Conditions of Contract in Civil Engineering Construction

### Course Content :

- A clause by clause analysis of the General Conditions of Contract 1990 with particular emphasis on the rights and responsibilities of the site representatives of the parties to the Contract
- Examination and comment on the annexures to the document such as the Appendix, Special Conditions, and Pro Formas
- Comment on and comparison of other current Conditions of Contract eg. The New Engineering Contract; The 'COLTO' Document; FIDIC; etc.
- The use and application of the new Short Conditions of Contract for Minor Works, and documentation for Contracts involving Small & Emergent Contractors, and Labour-Intensive Contracts.
- Analysis and comment on the Standard Sub-Contract Agreement (1996)
- Some of the other legal issues affecting contracts which are governed by common law.
- Workshop and Panel Discussion on typical dispute problems and methods of resolution

**Entry Assumptions :** NQF Level 5

**Duration :** 2 Days