

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