

CEEQUAL Projects Assessor Training – two day course

27 & 28 March 2012 – CIRIA, Classic House, 174-180 Old Street, London EC1V 9BP

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What is CEEQUAL?

CEEQUAL is the Assessment and Awards Scheme for improving sustainability in civil engineering, infrastructure, landscaping and the public realm, and celebrates the achievement of high environmental and social performance. The Scheme is available in three forms: for use on projects in the UK & Ireland; on International Projects; and for UK Term Contracts for maintenance or for multiple works undertaken together.

In addition to its use to assess performance, it also provides significant influence to project or contract teams as they develop, design and construct their work because it encourages them to consider the issues in the question set at the most appropriate stage of the works. CEEQUAL Project and Contract Awards are evidence-based achievement awards, rather than the result of a competition, and can be applied for at any time.

Why attend an Assessor Training Course?

A CEEQUAL Assessment is undertaken by a trained and registered CEEQUAL Assessor, who is normally part of the project or contract team that applies for the Award, and it is then verified by a CEEQUAL Verifier. So, to undertake an Assessment, a project or contract team needs a trained CEEQUAL Assessor.

Assessor Training details

Assessor Training comes in two parts: a 2-day Assessor Training Courses (for Projects or Term Contracts), and mentoring from the Verifier when the Assessor undertakes their first Assessment. A one-day Term Contract course for qualified Project Assessors is also available.

Separate 2-day Assessor Training Courses are available for:

- **CEEQUAL for Projects**
- **UK Term Contracts** (for maintenance or for multiple works undertaken together)

The nature of the CEEQUAL Award Scheme means that Assessors usually have experience and interest in civil engineering, infrastructure, landscaping and/or public realm projects, or in environment & sustainability issues, and a knowledge base in either of these areas will be very helpful in the course of an Assessment. However, there is no need to be an 'expert' in

either of these areas to go through the training process and be a successful Assessor. Entry onto a training course is not limited to those who are members of a project or contract team applying for an Award. The training course can be attended by anyone interested in improving the performance of civil engineering, infrastructure, landscaping and/or public realm works. So it can be used as an element of CPD.

The Assessor Training Course has been designed so that everyone who completes it successfully will be able to undertake an Assessment with mentoring by the Verifier on their first assessment. The course is normally led by Ian Nicholson, Technical Manger of CEEQUAL, supported as necessary by other CEEQUAL trainers.

This Course covers:

- what the CEEQUAL Award Scheme is and why it has been developed;
- the Scheme and process in detail;
- use of the CEEQUAL Assessment Manual, basic skills required and role of the Assessor;
- the environmental and social issues covered by the Scheme;
- detailed study of each Manual Section including the nature of the questions, reasons for their inclusion and scoping-out advice;
- Assessment and Verification process for Projects.

Following the training course, all delegates who have reached the required standard will be issued with a CEEQUAL Assessor Certificate. When recommended by the Verifier (normally at the end of the scoping meeting for their first Assessment) they will be able to undertake further Assessments.

Cost and Registration

The fee for full Assessor Training is £845 + 20% VAT per person (total = £1,014), which includes:

- lunch and refreshments on both days,
- a copy of the CEEQUAL Assessment Manual for Projects,
- supporting course handouts,
- a certificate.

(Accommodation is not included)

Places on each course are strictly limited to a maximum of 16 and are allocated on a first come first served basis so, to apply for a place, please complete this registration form and return it with payment to CIRIA at the address given.

**Registration Form for the Two day CEEQUAL *Projects* Assessor Training Course 2012
27 & 28 March 2012 – CIRIA, Classic House, 174-180 Old Street, London EC1V 9BP**

Cost for the 2-day Assessor Training Course is £845 + VAT (Total = £1,014).

To register for the Assessor Training course, please fill in the form below, fax (+44 (0) 207 253 0523) or post it to the CEEQUAL Administration Team at CIRIA with the relevant payment details. All payments must accompany this form in order to guarantee a place at the course. A receipted invoice will be issued once payment has been received, and joining instructions sent.

Email		
Title	First name	Surname
Position in company		
Company name & address		
Postcode		
Telephone		Facsimile

Payment:

Cheques should be made payable to CEEQUAL Ltd and sent to CIRIA, Classic House, 174-180 Old Street, London EC1V 9BP

BACS payment: CEEQUAL Ltd Bank Details: NatWest, Charing Cross London Branch, Sort Code: 60-40-05 Account No: 32028598, VAT NO: 823 5933 22

Credit card: Visa Mastercard Amex

Card no (16 digit number)

Expiry Date (mm/yy): Last 3, (Amex 4) digits on Signature Strip:

Billing address for credit card if different from company address:

How did you hear about CEEQUAL?

Booking terms and conditions:

All payments must accompany this form in order to guarantee a place at the course. Cheques should be made payable to CEEQUAL Ltd. A VAT invoice will be issued on request.

All cancellations must be received in writing within 10 days of the event for a refund minus a £75.00 administration charge.

For cancellations received after this date no refund will be given but substitute delegates are welcome by notifying the CEEQUAL team at CIRIA. CEEQUAL Ltd reserves the right to alter the programme and to cancel the event in case of insufficient bookings. If we cancel the event, delegates will be advised immediately and fees refunded in full. Please note CEEQUAL cannot be held responsible for any travel and hotel cancellation charge.

CEEQUAL – the Assessment & Awards Scheme for improving sustainability in civil engineering, infrastructure, landscaping and the public realm

Scheme & Company Administration: CIRIA,
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