

CEEQUAL Term Contracts Assessor Training – one day extension course only for already-qualified CEEQUAL Projects Assessors 7 March 2012 – Sapphire Training Centre, Coleshill Manor, near Birmingham

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Rev 1

This flyer presents the details of an extension training course aimed only at already-qualified CEEQUAL Projects Assessors.

If you are new to CEEQUAL and interested in training as a Projects or Term Contracts Assessor, please email Melanie Manton (melanie.manton@ceequal.com) with your details and explaining your interest.

Why have an Extension course for CEEQUAL Term Contracts?

CEEQUAL is now available in three forms for use on: projects in the UK and Ireland; on International Projects; and for UK Term Contracts for maintenance or for small works undertaken together.

As CEEQUAL assessments are undertaken by a trained and registered CEEQUAL Assessor, who is normally part of the project or contract team that applies for the Award. So, to undertake a Term Contracts assessment, an already-qualified Projects Assessor has to undertake and successfully complete this one-day extension course.

What the Extension Course covers

The course explains the differences between the Projects and Term Contracts forms of the CEEQUAL Methodology and how to undertake a Term Contracts Assessment.

The One-day Extension Course on CEEQUAL for Term Contracts covers:

Introduction to Term Contracts

- Why it was developed, overall objectives and key features
- Overall assessment process: Application, Scoping, Assessment, Verification, and Ratification, plus Presentation of the Awards
- When to register an interest and when to apply
- Charging structure
- Measuring continual improvement

Refresher on the CEEQUAL Methodology

- The CEEQUAL methodology
 - Scope and coverage

- Relationship of Term Contracts to the other Schemes
- Other key principles

The Technical introduction of Term Contracts

- The shape and structure of the CEEQUAL for Term Contracts Manual
- Definitions used in CQ TC version
- Contract Management vs Delivery on the Ground

Scoping out in Term Contracts

- Scoping out process
 - principles
 - detail
- Defining the number of work types

How to approach an Assessment

- Evidence requirements
- Introduction to the Assessment spreadsheet

Following the training course, all delegates who have reached the required standard will be issued with a CEEQUAL Assessor Certificate, but will need to receive mentoring by the Verifier on their first Assessment.

Cost and Registration

The one day fee is £250 + 20% VAT per person, which includes:

- lunch and refreshments on the day
- a copy of the CEEQUAL Assessment Manual for Term Contracts
- supporting course handouts,
- subject to satisfactory completion of the course test, a CEEQUAL Certificate showing that you are qualified to assess term contracts using CEEQUAL.

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.

www.ceequal.com

Registration Form for the One-day CEEQUAL Term Contracts Assessor Training Course for already-qualified CEEQUAL Projects Assessors
7 March 2012 – Sapphire Training Centre, Coleshill Manor, near Birmingham

Cost for the 1-day assessor training course is £250 + VAT (Total = £300).

To register for this Extension 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	Fax	

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 & the public realm

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