



# BASIC CONTRACT ADMINISTRATION

## WHY ATTEND?

Is your building business suffering a breakdown in the management of the building contracts? Is it due to site information not being passed on to the right people? Lets' learn to overcome these issues to be able to manage contracts effectively.

Participants are encouraged to bring the contracts they use to the course. This will provide them with a greater understanding of the documents they use and where to find relevant provisions.

## WHAT WILL YOU LEARN?

The learners will be able to:

- Understanding the contract
- The BIG three: variations, delays and defects
- Communication and dispute resolution

A Master Builders Certificate of Attendance will be awarded.

## COURSE INFO

**DATE:** 1 March & 3 May, 2018

**DURATION:** 4 hours

**LOCATION:** West Perth WA 6005

	Course Fee	Total
<b>Eligible for CTF subsidy</b>		
MBA Member	\$460.00- \$124.00^	<b>\$336.00*</b>
Non-member	\$500.00 - \$124.00^	<b>\$376.00*</b>
<b>Not eligible for CTF subsidy</b>		
MBA Member	\$460.00	<b>\$460.00*</b>
Non-Member	\$500.00	<b>\$500.00*</b>

## HOW DO I ENROL?

Complete the [enrolment form](#) and send it to [training@mbawa.com](mailto:training@mbawa.com) or contact Master Builders on 9476 9800.