

Construction and Property Courses

- Building Regs – keeping up to speed with the latest Regulations
- Becoming a CDM co-ordinator
- Working with CDM 2007
- CDM 2007 for designers!
- The project management boot camp – 50 things every PM needs to know
- Building access and egress compliance standards for people with disabilities
- Fire Risk Assessments – all you need to know
- Procurement for construction and property professionals
- Tackling Party Wall and on-site liability issues
- Managing Health & Safety in buildings

**DISCOUNTS FOR
MULTIPLE BOOKINGS**

**NEW DATES AND
COURSES ADDED
FOR SUMMER 2012**

Working with CDM 2007

26 March 2012	Leeds	03 September 2012	Bristol
23 April 2012	London	17 September 2012	London
30 April 2012	Manchester	15 October 2012	Glasgow
21 May 2012	Birmingham	05 November 2012	Birmingham
28 May 2012	Glasgow	12 November 2012	Leeds
28 May 2012	Leeds	03 December 2012	Manchester
18 June 2012	Bristol	10 December 2012	London
25 June 2012	London		

COURSE BACKGROUND

This **1 DAY COURSE** highlights the legal duties of clients, design professionals, CDM co-ordinators and contractors engaged in construction activities. In addition to the legal obligations, the course is intended to bring to attention the moral and sociological aims of the Regulations.

CDM 2007 shows considerable shift in responsibilities and duties to those formally required under CDM 1994. This course will not only give a clear picture to those new to CDM, but will also detail the requirements and changes under the revised Regulations, which will assist those who had a working knowledge of the old Regulations.

WHO SHOULD ATTEND?

All participants to construction projects, including client representatives, professional designers, contractors and facilities managers.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Peter Andrews**, **Paul Gray** and **David Jordan**.

OVERVIEW

Introduction

Introduction to basis of health and safety legislation in the UK, with specific reference to the Health and Safety at Work etc Act, 1974 and other legislation, having particular application and bearing on construction activities.

CDM Regulations 2007

- Introduction to the Regulations
- Notification – when it is required
- Application of the Regulations to non-notifiable projects

- Additional requirements for notifiable projects
- Definitions – construction work, structure, demolition, etc.

Duties and responsibilities

- The duties and responsibilities, during concept, feasibility, design, planning, construction and the lifetime of the structure of:
 - Clients
 - Designers
 - CDM co-ordinators
 - Principal Contractors
 - Contractors

Detailed review

- A detailed review of the CDM Regulations and guidance, including Approved Code of Practice, guidance manuals etc. The requirements regarding competence and resources.
- The pre-construction information
- The construction phase plan
- The health & safety file
- The questions most often asked

Workshop session

- The programme includes a 20 question workshop session based on the subject matter covered by the course

Case studies

- Prosecutions relating to construction, including those made under the HASWA and the CDM Regulations

Notes

Delegates are advised that it will be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 with them (available as free a download from the HSE website).

CDM 2007 for designers!

12 March 2012	Bristol	12 June 2012	Birmingham
14 March 2012	London	11 July 2012	London
15 May 2012	Bristol		

COURSE BACKGROUND

This **1 DAY COURSE** is intended to clarify the role of designers under CDM 2007.

The key messages from the HSE in their CDM 2007 references are:

- If you design or specify building work, then you are a designer with new duties under CDM
- Competent designers eliminate hazards and reduce risks – manage the risk, not the paperwork
- Design for safety and health for those that build, use, maintain and demolish – it's safer by design
- Tell others about significant risks which remain – give the right information to the right people at the right time

WHO SHOULD ATTEND?

This course is aimed at people who carry out planning, conceptual, feasibility or detailed design of permanent or temporary works or who dictate or influence design decisions. It will elaborate the approach that designers can adopt and will include short films and pictures to generate discussion on various designer issues. The course is intended to be interactive to enable people to raise and discuss issues related to their own work as designers and the associated implementation of their duties under CDM 2007.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Peter Andrews**, **Paul Gray** and **David Jordan**.

OVERVIEW

H&S legislation and CDM 2007

- Brief overview of H&S legislation and the aims, application and content of CDM 2007

- Definitions of construction work and a structure and a review of the duties on all parties
- Appreciation of the pre-construction information, the construction phase plan and the H&S file
- What is design and who are designers?

The expected approach by designers

- Designers' duties in detail and the approach by designers for their considerations of health and safety i.e. the elimination of hazards, the reduction of risks and the provision of information
- The process of considering and recording health and safety
- The process of the provision of information
- Input into the pre-construction information and the H&S File

Issues associated with

- The general principles of prevention
- The Workplace (Health, Safety & Welfare) Regulations
- Co-operation and co-ordination
- Suitability and compatibility of designs
- Changes in design and design during construction
- Suggested work methods and sequences
- Giving collective measures priority over individual measures

Elaboration of

- Justification of competence as a designer
- The relationship between the designer and the CDM co-ordinator
- Lead designer
- Significant hazards and risks
- Risk assessment and design risk management

Notes

Delegates are advised that it will be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 (available as free download from the HSE website).

Speakers

Richard Allen
FRICS, MaPS, Tech IOSH
Director, Allen Homes Ltd

Peter W Andrews
OBE, CFIOSH, LCGI
Chartered Safety and Health Practitioner;
Principal, Andrews Associates,
Safety and Health Consultants

Keith Blizzard
BSc (Hons), Dip Arb, FRICS, FCIARB,
FFB, FEI, MEWI, MACostE

Rob Castledine
CMIOSH, MCIEH, MCMI

Nigel Clayton
DipArb, FCIARB, FCIInstCES, MRICS, MAPM
Director, BrunswickIS

Jim Goddard
MRICS, MCIOB, DipMan(Open)
Technical Manager, Building
Consultancy, Birmingham City Council

Paul E M Gray
BSc, CEng, MICE, CMIOSH, RMaPS
Health, Safety & Construction
Consultant; Chartered Engineer
& Chartered Safety & Health Practitioner;
Registered OSHCR; Former Technical
Director, Scott Wilson; Consultant
to Construct Safe Ltd

David E Jordan
MSc, MCIOB, MCMI, CMIOSH, RMaPS
Consultant CDM Co-ordinator

Mike Rhodes MCIOB
Andrew Wynn GFireE

Course Content

“ We make every effort to ensure that our courses are right up-to-date to include latest developments. As a consequence, the course content in our published brochures and on our webpage changes from time to time to reflect these updates. Each presented course content will be based on the latest edition of the webpage affecting the relevant course. ”

2012 Venues

Birmingham: St John's Hotel, 651 Warwick Road, Solihull, B91 1AT

Bristol: The Bristol Conference Centre, The Wylands, Lower High Street, Bristol, BS11 0DA

Leeds: The Met, King Street, Leeds, West Yorkshire, LS1 2HQ

London: The Chartered Institute of Arbitrators, 12 Bloomsbury Square, London, WC1A 2LP

Manchester: Etrop Grange Hotel, Thorley Lane, Manchester Airport, Cheshire, M90 4EG

Glasgow: Grand Central Hotel, 99 Gordon Street, Glasgow, Scotland, G1 3SF

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Becoming a CDM co-ordinator under CDM 2007

06,07,08 March 2012	Bristol	03,04,05 July 2012	Bristol
27,28,29 March 2012	Leeds	04,05,06 September 2012	Bristol
24,25,26 April 2012	London	18,19,20 September 2012	London
01,02,03 May 2012	Manchester	16,17,18 October 2012	Glasgow
22,23,24 May 2012	Birmingham	06,07,08 November 2012	Birmingham
29,30,31 May 2012	Glasgow	13,14,15 November 2012	Leeds
12,13,14 June 2012	Leeds	04,05,06 December 2012	Manchester
26,27,28 June 2012	London	11,12,13 December 2012	London

COURSE BACKGROUND

This **3 DAY COURSE** is designed to benefit those with professional and managerial construction experience in understanding what is required of the CDM co-ordinator and how this may be effectively achieved. It will also detail the responsibilities placed on others involved in the design and management of construction projects, including the client. The CDM co-ordinator can be regarded as the 'client's friend', whose responsibilities include assisting the client in discharging his responsibilities.

The course will include workshop sessions during which delegates will be able to carry out syndicate exercises, putting into practice the issues discussed on the course. A comprehensive work book will be provided for use on the course and for future reference. On previous courses delegates have reflected the full spectrum of organisations operating within the construction and allied industries.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Peter Andrews, Paul Gray** and **David Jordan**.

OVERVIEW

CDM Regulations 2007

- Part 1: Application and interpretation

- Part 2: General management duties which apply to construction projects
- Part 3: Additional duties where project is notifiable
- Part 4: Duties relating to health and safety on construction sites

The CDM co-ordinator

- Who is or can be the CDM co-ordinator?
- Overview of the role, relationship with client, designers & contractors
- Professional Indemnity Insurance
- What are the requirements regarding competence and resources?

CDM co-ordinator duties

- Concept and feasibility stage
- During design
- During construction

Safe systems of work

- Risk analysis
- Design and planning for safe construction, operation, maintenance and demolition

Pre construction information

- Typical information, who would provide it, who would require it?

The construction phase plan

- Typical contents
- Assessing its adequacy
- Revisions resulting from design changes

The health and safety file

- Contents
- Function
- Practical use
- Management

Risk assessment

- The general principles of risk assessment
- Identifying and categorising hazard and risk
- Ways of avoiding, reducing or controlling risk
- Practical exercise

Method statements

- The value of a method statement
- The preparation of a method statement
- Practical exercise

CDM exercise

- A role playing exercise where the delegates are required to address the responsibilities of each duty holder for a project provided

NOTES

- The courses are designed for limited numbers to ensure that there is ample time for discussion, exercise and case study sessions
- Delegates are advised that it will be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 with them (available as a free download from HSE website)

Institution of Construction Safety

This course is approved by the ICS, which provides a membership and accreditation scheme for CDM co-ordinators, for further information please enquire with the ICS on www.instcs.org.

Association for Project Safety

This course, though not accredited, is recognised as part qualification by the APS, who provide a similar service and publish details on their website www.associationforprojectsafety.co.uk outlining the route by which it is possible to qualify to sit their membership examination.

Building Regs – keeping up to speed with the latest Regulations

13 March 2012	Bristol	12 July 2012	London
28 March 2012	Leeds	26 September 2012	Birmingham
17 April 2012	London	23 October 2012	Manchester
10 May 2012	Birmingham	01 November 2012	Bristol
31 May 2012	Manchester	29 November 2012	London
14 June 2012	Bristol	12 December 2012	Leeds
28 June 2012	Leeds		

COURSE BACKGROUND

This **1 DAY COURSE** will provide an overall update of the changes to the Building Regulations and Fire Regulations that have taken place over recent years, impacting on the building industry.

It will focus on recent changes to Part B (fire safety), BS 9999 (code of practice for the fire safety in the design, construction and use of buildings), RRO (Regulatory Reform (fire safety) Order 2005), the revised Part L (conservation of fuel and power), the revised Part F (ventilation), Part G (sanitation, hot water safety and water efficiency), Part M (access to and use of buildings) and the revised Part J (combustion appliances and fuel storage systems).

The remaining Approved Documents will be reviewed including The Code for Sustainable Homes. Future changes to the Building Regulations.

SPEAKER ALL VENUES

Jim Goddard

OVERVIEW

Introduction

- Summary of how Westminster and Europe are requiring changes to the Building Regulations

Understanding Part L1a, L1b, L2a and L2b (conservation of fuel and power) new dwellings and extensions, new buildings and extensions other than dwellings

- Review this new approved document
- Implementation of EU Energy Performance in Buildings Directive (EPBD)
- Four new approved documents covering new and existing dwellings and non dwellings

- Whole building compliance limiting CO² emissions
- Role of SAP and SBEM
- Consequential improvements
- Thermal requirements for building renovation projects

Part F (means of ventilation)

- Radical overhaul of the existing Approved Document F
- Performance based approach
- Strategies based on extract, whole building and purge ventilation
- Guidance on natural and mechanical systems
- Guidance on ventilation of basements
- Guidance on ventilation of offices and car parks
- Requirements for commissioning systems including sound testing

Part M (access to and use of buildings)

- Main access issues discussed for commercial buildings and dwellings
- Use of access statements
- Relationship with BS 8300 2009

Part B (fire safety)

- Review of main changes to the Approved Document involving commercial and domestic properties
- Review the need for door closers to fire doors
- Further guidance on smoke alarm provision
- New requirements for sprinkler protection in residential care homes and other residential buildings
- Review the changes involving means of escape provisions for commercial buildings
- Review the requirements for effective means of escape for people with disabilities

Part J (combustion appliances and fuel storage systems)

- Review this new approved document
- General provisions for all combustion appliances
- Air supply and chimney/flue construction
- Solid fuel appliances requirements
- Gas burning appliances requirements
- Oil burning appliances requirements
- Liquid fuel storage and supply requirements

BS 9999 (Code of Practice for the fire safety in the design, construction and use of buildings)

- Review this new standard which replaces the existing BS 5588 series
- Risk profiling
- Managing fire safety
- Designing means of escape
- Access and facilities for fire fighting
- Designing the building structure
- Managing occupied buildings

RRO Regulatory Reform (fire safety) Order 2005

- What is the RRO?
- Where does it apply?
- Who is the responsible person?
- What are the main requirements?
- Guidance documents

Part G (sanitation, hot water safety and water efficiency)

- Review this new Approved Document
- Cold water supply
- Water efficiency and calculations
- Sanitary conveniences
- Hot water supply and safety systems

Review of the remaining approved documents

- Including Part A – Structure, Part C – Site preparation and resistance to contaminants and moisture, Part D – Toxic substances, Part E – Resistance to the passage of sound, Part H – Drainage and waste disposal, Part K – Protection from falling, collision and impact, Part N – Glazing, Safety in relation to impact, opening and cleaning, Part P – Electrical safety, dwellings, Approved Document to support regulation 7, and The code for sustainable homes.

Summary and future changes

The project management boot camp – 50 things every PM needs to know

27 March 2012	Birmingham	19 June 2012	Birmingham
29 March 2012	London	3 July 2012	Manchester
17 May 2012	Leeds	10 July 2012	London

COURSE BACKGROUND

This **1 DAY COURSE** will provide a tool kit for existing and potential project managers on the do's and don'ts of successful PM.

SPEAKERS' PANEL

The speaker for each course will be from a panel of either **Richard Allen** or **Nigel Clayton**.

OVERVIEW

The effective project manager

- Establishing criteria for effectiveness
- Leadership role explained
- Knowing the stakeholders' needs
- Understanding project constraints
- Identifying project aims and goals

Project stages

- Defining the concept and the business case
- Identifying the key development stages
- Planning implementation
- Confirming hand over
- Final close out timing

Project definition

- What is the project management plan?
- Understanding project life cycle concepts
- Creating a work breakdown structure
- Establish an effective communications plan
- Identifying the organisation breakdown structure

Risk management

- Identifying the risks
- Managing the risk through risk meetings
- Appointing risk champions
- Understanding the dynamics of risk management
- Controlling the risk plan

Programming

- What is a programme?
- Knowing the types of programme
- Understanding basic Gantt charts
- Terms used in programming
- Critical path analysis

The team

- Motivating the team
- How to delegate effectively
- Dealing with 'obstructions'
- Responding to spoken, written and silent language
- Knowing the people types

Control of projects

- How to manage conflict
- How to monitor progress simply
- Keeping an eye on KPIs
- Reviewing with feedback
- Review the PMP

Managing change

- Configuration management
- Change control
- Tools for valuing change
- 'Don't forgets' when dealing with change
- Rescheduling with change

Earned Value Analysis

- Mixing time, cost & quality
- Monitoring project using earned value – understanding cost & programme performance
- Indicators
- Knowing RIRO!
- Calibrating EVA

Closing out

- Careful definition of the stage
- Plan for the completion
- Avoiding unwanted termination
- Post implementation project evaluation

And don't forget to praise & reward!

Fire Risk Assessments – all you need to know

11 June 2012	Manchester
09 July 2012	London

COURSE BACKGROUND

The Regulatory Reform (Fire Safety) Order 2005 requires employers, occupiers and owners to carry out a fire risk assessment in order to identify the general fire precautions necessary to ensure the safety of persons resorting to their buildings.

This **BRAND NEW 1 DAY COURSE** will introduce delegates to the legislative requirements relating to fire risk assessment and the methodologies employed when carrying out a fire risk assessment.

This course is ideal for persons seeking a general understanding of fire risk assessment and associated fire safety legislation.

SPEAKER ALL VENUES

Andrew Wyss

OVERVIEW

Introduction

- An overview of fire safety legislation and enforcement
- Fire safety in buildings
- Fire safety guides

Fire safety legislation

- An introduction to the Regulatory Reform (Fire Safety) Order 2005
- Responsibilities and requirements imposed by the Regulatory Reform (Fire Safety) Order 2005
- Interpretation and definitions
- Associated guidance documents

Fire Risk Assessment

- Methodologies employed in fire risk assessment
- Competency of fire risk assessors
- Suitable and sufficient fire risk assessments
- Recording a fire risk assessment

Worked examples and exercise

- Completed examples of fire risk assessments
- Carry out a simple fire risk assessment

Building access and egress compliance standards for people with disabilities

11 July 2012	London
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COURSE BACKGROUND



This **BRAND NEW 1 DAY COURSE** will provide statutory national regulatory guidance to clients, design professionals and contractors engaged in the construction of new buildings and alterations/extensions to existing buildings including historical buildings for the access and egress of People with Disabilities using buildings.

The course will include national Building Regulations requirements, British Standards and Equality Act legislation requirements for all types of buildings including reference to supplementary guidance documents.

SPEAKER

Jim Goddard

OVERVIEW

The Building Regulations 2010 Approved Document Part M

- Review of new commercial build technical requirements
- Review of commercial extensions technical requirements
- Review of new build residential building technical requirements
- Review of residential extensions technical requirements
- Change of use requirements
- Material alteration requirements

British Standard BS 8300: Design of buildings and their approaches to meet the needs of disabled people – Code of Practice

- Technical requirements applicable to different types of buildings
- Surfaces and communication aids
- Facilities in buildings
- Historic buildings

Access statements

- Examples of access statements

Planning policy

- Planning policy
- Supplementary Planning Document
- Inclusive Design

Equality Act 2010

- Introduction to the legislation
- Definition of disability
- Reasonable adjustments
- Case law
- Examples of discrimination

The Building Regulations 2010 Approved Document B

- Inclusive design requirements
- Egress from buildings

BS 9999 Code of Practice for fire safety in the design, management and use of buildings

- Evacuation of Disabled People

Case studies

- Educational building
- Office building
- Material alteration

Life time homes

- Good housing design
- Technical requirements

Good guide publications

Tackling Party Wall and on-site liability issues

17 May 2012	London
11 July 2012	Birmingham

COURSE BACKGROUND

This **RECENTLY UPDATED 1 DAY COURSE** covers the problems of boundary disputes, The Party Wall Act, and a range of potential on-site disputes that the design team and building contractor could face.

SPEAKER ALL VENUES

Keith Blizzard

OVERVIEW

Resolving boundary disputes

- Types of disputes
- Evidence of the position of boundaries
- Remedies
- Court proceedings and alternative dispute resolution

The Party Wall Act 1996

- The background to the Act; its application; definitions of terms used including 'party wall', 'party fence wall' and 'party structure'
- Procedures; notices and counter notices
- Rights and obligations; building and adjoining owner; rights of entry
- Disputes; appointing surveyors; third surveyor
- Awards; expenses

- Construction of new boundary party walls; special foundations; adjacent excavations; excavating in proximity of neighbouring buildings
- Modifications and repairs to existing party walls
- The appointment, role and powers of Party Wall Surveyors

Liabilities for on-site supervision

- Main contractor's duty to warn
- When do defects have to be notified?
- Is the main contractor free of liability if the architect's/engineer's supervision is defective?

Liability for temporary works

- Responsibility for temporary works
- Who has liability for temporary works?

Liability for construction works

- Roles and duties of the main contractor, sub-contractor and architect
- Problems of noise and nuisance

Unsatisfactory works

- Defects
- Notices under JCT contracts
- Remedies under JCT contracts
- Financial consequences under JCT contracts
- Reducing the risk
- Rights and obligations of the parties
- Duty of care
- Identifying risks and obtaining insurance cover
- The CDM Regulations – their implications

Procurement for construction and property professionals

21 June 2011 London

COURSE BACKGROUND

The plethora of construction contracts and associated procurement strategies now available makes it difficult for clients to identify which alternative best fits their needs. For example, client's advisors are caught up in decisions on how to transfer risk, how to tie in specialists or whether a partnering option might be preferable.

This **1 DAY COURSE** will demystify the choice and supplies a straightforward process and checklist for occasional and regular clients and their advisors to identify their procurement needs and select a contract that best fits their requirements.

WHO WILL BENEFIT?

This course will be of benefit to occasional and regular clients in the public and private sectors, as well as consultants who advise clients on specific contracts and / or procurement strategies.

SPEAKER

Mike Rhodes

OVERVIEW

Client decisions

- Differences in public and private sector client requirements
- Information clients must consider in adopting a procurement route and contract option
- When clients need to decide on the procurement route

- When clients need to decide on the contract options
- Balancing price and risk

Allocation of responsibilities

- Risk
- Cost
- Programme
- Quality
- Materials

Financial aspects

- Liquidated and ascertained damages
- Retentions
- Remedies for non-performance

Overview of procurement options

- Cost, risk and value based procurement strategies including their respective benefits and pitfalls
- Lowest price, best value and Most Economically Advantageous Tenders (MEAT)
- Single and two stage tenders
- Guaranteed / Agreed Maximum Price or Target Price
- Contractor designed options
- Innovative procurement and contract solutions including:
 - Early contractor selection on quality only (non-price) criteria
 - Project and strategic planning

Contract suitability

Simple matrix for assessing the suitability of standard contract forms including:

- JCT family of contracts
- GC Works
- NEC3 and options
- PPC2000
- TPC2005

Making the right decision

Standard processes and matrices for selecting the appropriate procurement strategy and contract.

Managing Health & Safety in buildings – asbestos, fire safety, legionella, contracts' and other H&S checks

25 June 2012 London
12 July 2012 Manchester

COURSE BACKGROUND

This **1 DAY COURSE** will provide an overview of the legal requirements and associated risks of managing all non-residential properties in the private and public sector.

The course will include detailed discussions about the role of the 'duty' holder, the 'responsible person' and the 'person in control' in a number of different landlord/ managing agent /occupier contexts and situations. The course will also outline some of the key practical issues to enable you to effectively manage property related risks.

SPEAKER ALL VENUES

Rob Castledine

OVERVIEW

Basic principles of managing risk

- Importance of managing risk
- Hazard, risk and risk assessment
- Risk management – a structured approach
- The dangers of getting it wrong

Legal framework and responsibilities

- Property owner, managing agent and tenants
- Third parties and occupier's liability

- Regulatory framework including Corporate Manslaughter
- Concept of the responsible person/ duty holder
- Working with contractors

Legionella management

- Brief overview of Legionella
- Typical systems at risk
- Requirements for water hygiene assessments – HSE document L8
- Scope & content of water hygiene surveys
- Control scheme, log book and records
- When to review the assessment

Managing asbestos

- Typical uses of asbestos in buildings
- Adopting a structured process – surveys & documentation
- Importance of the asbestos management plan
- Keeping a check on conditions and managing works

Managing fire risks

- An overview of the new regime
- Scope & content of fire assessments
- Inspection and maintenance issues

Statutory inspections

- Electrical safety – installations and portable appliances
- Pressure systems – written schemes
- Gas safety
- Lifting equipment – plant, access equipment, fall arrest systems

Undertaking building & structural surveys to establish building condition, identification and repair of some typical structural defects

27 March 2012 Birmingham
17 April 2012 London

Earned Value Management APMG Foundation Qualification

14 March 2012 Birmingham
20 April 2012 Manchester

Effective planned preventative maintenance of buildings

26 March 2012 Manchester

Project risk – effective management within construction

13 March 2012 Birmingham
17 April 2012 Manchester
24 April 2012 London

Site management and supervision: How to build safety into your projects

21 March 2012 Birmingham
16 April 2012 Manchester

Full course details at www.constructionstudycentre.co.uk



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To find out more call 0845 3133 414 or email enquiries@constructionstudycentre.co.uk

1. CHOOSE YOUR COURSE(S) – Please indicate IN THE BOXES THE NUMBER of places required

Working with CDM 2007

<input type="checkbox"/>	26 March 2012	Leeds
<input type="checkbox"/>	23 April 2012	London
<input type="checkbox"/>	30 April 2012	Manchester
<input type="checkbox"/>	21 May 2012	Birmingham
<input type="checkbox"/>	28 May 2012	Glasgow
<input type="checkbox"/>	28 May 2012	Leeds
<input type="checkbox"/>	18 June 2012	Bristol
<input type="checkbox"/>	25 June 2012	London
<input type="checkbox"/>	03 Sept 2012	Bristol
<input type="checkbox"/>	17 Sept 2012	London
<input type="checkbox"/>	15 Oct 2012	Glasgow
<input type="checkbox"/>	05 Nov 2012	Birmingham
<input type="checkbox"/>	12 Nov 2012	Leeds
<input type="checkbox"/>	03 Dec 2012	Manchester
<input type="checkbox"/>	10 Dec 2012	London

<input type="checkbox"/>	06,07,08 Nov 2012	Birmingham
<input type="checkbox"/>	13,14,15 Nov 2012	Leeds
<input type="checkbox"/>	04,05,06 Dec 2012	Manchester
<input type="checkbox"/>	11,12,13 Dec 2012	London

Building Regs – keeping up to speed with the latest Regulations

<input type="checkbox"/>	13 March 2012	Bristol
<input type="checkbox"/>	28 March 2012	Leeds
<input type="checkbox"/>	17 April 2012	London
<input type="checkbox"/>	10 May 2012	Birmingham
<input type="checkbox"/>	31 May 2012	Manchester
<input type="checkbox"/>	14 June 2012	Bristol
<input type="checkbox"/>	28 June 2012	Leeds
<input type="checkbox"/>	12 July 2012	London
<input type="checkbox"/>	26 Sept 2012	Birmingham
<input type="checkbox"/>	23 Oct 2012	Manchester
<input type="checkbox"/>	01 Nov 2012	Bristol
<input type="checkbox"/>	29 Nov 2012	London
<input type="checkbox"/>	12 Dec 2012	Leeds

The project management boot camp – 50 things every PM needs to know

<input type="checkbox"/>	27 March 2012	Birmingham
<input type="checkbox"/>	29 March 2012	London
<input type="checkbox"/>	17 May 2012	Leeds
<input type="checkbox"/>	19 June 2012	Birmingham
<input type="checkbox"/>	03 July 2012	Manchester
<input type="checkbox"/>	10 July 2012	London

Fire Risk Assessments – all you need to know

<input type="checkbox"/>	11 June 2012	Manchester
<input type="checkbox"/>	09 July 2012	London

Building access and egress compliance standards for people with disabilities

<input type="checkbox"/>	11 July 2012	London
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Tackling Party Wall and on-site liability issues

<input type="checkbox"/>	17 May 2012	London
<input type="checkbox"/>	11 July 2012	Birmingham

Procurement for construction and property professionals

<input type="checkbox"/>	21 June 2011	London
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Managing Health & Safety in buildings – asbestos, fire safety, legionella, contracts' and other H&S checks

<input type="checkbox"/>	25 June 2012	London
<input type="checkbox"/>	12 July 2012	Manchester

Undertaking building & structural surveys to establish building condition, identification and repair of some typical structural defects

<input type="checkbox"/>	27 March 2012	Birmingham
<input type="checkbox"/>	17 April 2012	London

Earned Value Management APMG Foundation Qualification

<input type="checkbox"/>	14 March 2012	Birmingham
<input type="checkbox"/>	20 April 2012	Manchester

Effective planned preventative maintenance of buildings

<input type="checkbox"/>	26 March 2012	Manchester
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Project risk – effective management within construction

<input type="checkbox"/>	13 March 2012	Birmingham
<input type="checkbox"/>	17 April 2012	Manchester
<input type="checkbox"/>	24 April 2012	London

Site management and supervision: How to build safety into your projects

<input type="checkbox"/>	21 March 2012	Birmingham
<input type="checkbox"/>	16 April 2012	Manchester

CDM 2007 for designers!

<input type="checkbox"/>	12 March 2012	Bristol
<input type="checkbox"/>	14 March 2012	London
<input type="checkbox"/>	15 May 2012	Bristol
<input type="checkbox"/>	12 June 2012	Birmingham
<input type="checkbox"/>	11 July 2012	London

Becoming a CDM co-ordinator under CDM 2007

<input type="checkbox"/>	06,07,08 March 2012	Bristol
<input type="checkbox"/>	27,28,29 March 2012	Leeds
<input type="checkbox"/>	24,25,26 April 2012	London
<input type="checkbox"/>	01,02,03 May 2012	Manchester
<input type="checkbox"/>	22,23,24 May 2012	Birmingham
<input type="checkbox"/>	29,30,31 May 2012	Glasgow
<input type="checkbox"/>	12,13,14 June 2012	Leeds
<input type="checkbox"/>	26,27,28 June 2012	London
<input type="checkbox"/>	03,04,05 July 2012	Bristol
<input type="checkbox"/>	04,05,06 Sept 2012	Bristol
<input type="checkbox"/>	18,19,20 Sept 2012	London
<input type="checkbox"/>	16,17,18 Oct 2012	Glasgow

2. COMPLETE YOUR DETAILS IN BLOCK CAPITALS

Please reserve place(s) as indicated above. Amount enclosed £

Payment should be enclosed with the application. Firm bookings will only be accepted upon receipt of payment, or if agreed, appropriate order or written confirmation of payment arrangements.

Surname	First Name
Surname	First Name
Surname	First Name
Position(s)	Organisation
Address	Town/City
County	Postcode
Phone	Fax
E Mail	

Payment Cheque – please make cheques payable to "Construction Study Centre Ltd."

Credit card Debit card Invoice – purchase order required

Card type Visa Mastercard Switch/Maestro Amex

Credit/debit card No.

Valid from (month/year) to: Issue No. (Switch)

Cardholder's name

Cardholder's signature

Amount to be charged £

Please tick this box if you DO NOT wish us to forward to you details of our future events

Construction Study Centre is part of the Alway Group of Companies. As a Group we may wish to contact you to advise you of current industry developments and our services. Please tick this box if you DO NOT want your personal details used in this way.

3. PLEASE RETURN THIS COMPLETED FORM TO:

Construction Study Centre Ltd, 3 West Bar, Banbury, Oxfordshire OX16 9SD
Tel: 0845 3133 414, Fax: 01295 275981, Email: enquiries@constructionstudycentre.co.uk

TERMS & CONDITIONS

The views expressed at the courses are personal to the speakers and are not attributable to Construction Study Centre Ltd which accepts no responsibility for them. Delegates are recommended to take specific independent advice. In the case of emergencies, Construction Study Centre Ltd reserves the right to replace the advertised speaker with suitable substitutes. We use every endeavour to avoid cancelling or aborting a course at the last minute or on the day. However, if factors beyond our reasonable control make this necessary, we will refund the fees or the appropriate portion thereof. We cannot accept liability for any other costs, expenses or losses of delegates wasted or incurred thereby. Speakers for each individual course are indicated in the respective course content. All courses include Forum Sessions when the speakers will be available to answer questions. CPD certificates are available for all courses. Delegates are advised to bring a copy of the relevant form of contract, where appropriate.

COURSE FEES 1 day course*: £280 + VAT, per delegate.
***EVM Qualification: £395 + VAT, per delegate.**
3 day course: £640 + VAT, per delegate.

The course fee includes full course documentation, coffee on arrival, coffee, lunch and afternoon tea. The fee does not include overnight accommodation. **Discounts** are available when 3 or more delegates from the same organisation, attend any of our courses during the same programme period (i.e. Summer 2012 programme). In order to qualify all bookings must be received together.

TIMING OF ALL COURSES

Registration & coffee 9.00-9.30 am. End of course(s) 5.00pm.

BOOKINGS

Provisional bookings may be made by telephone, but must be confirmed in writing with the appropriate remittance or, if agreed and subject to credit approval, appropriate order or written confirmation of payment arrangements. Joining instructions and VAT receipts will be forwarded to delegates; if these have not been received within 3 working days before the relevant course, please contact us to ensure your place has been booked, as we cannot be held responsible for non-arrival of registration instructions. Should circumstances mean that you need to transfer to another Construction Study Centre Ltd course then the following charges will apply dependent on notice given: **Provisional bookings** – no charge. **Confirmed bookings**, more than four weeks prior to course start date – first transfer no charge. • **Confirmed bookings**, two-four weeks prior to course start date – £30 plus VAT. • **Less than two weeks notice given** – 20% of course fee. **No transfers will be accepted less than 6 working days prior to the course start date.** NB. Transfer notice must be made in writing. Free transfer applies to the first transfer only. Subsequent transfers incur a charge of £30 plus VAT, rising to 20%, dependant on notice as shown above. All transfers must be taken within a period of six months from the original course date. **Refunds will be made for cancellations received in writing at least 10 working days prior to the relevant course date;** such cancellations will be subject to a 20% administration charge. **No refunds** can be made for cancellations received after this date. VAT is not chargeable on cancellation fees.

Company details: Construction Study Centre Limited is registered in England and Wales No 2554091. VAT Registration No 887 1394 77. Managing Director Lorne Alway LLB (Hons), FRICS, MCI Arb, Barrister