

A series of 1 and 3 day courses

Construction and Property Courses for 2011

- Working with CDM 2007
- CDM 2007 for designers!
- Becoming a CDM co-ordinator under CDM 2007
- Keeping up to speed with the latest Building Regulations
- The project management boot camp – 50 things every PM needs to know
- Every project managers' toolkit – methods and techniques for effective PM
- The A-Z of legal pitfalls for the project manager
- Law on site - finding your way around
- The crucial rules of managing land, property & construction disputes
- Undertaking building & structural surveys to establish building condition, identification & repair of some typical structural defects
- Building Subsidence – types, identification of causes & rectification of structural damage
- Effective planned maintenance of buildings – protecting capital assets in difficult times

NEW DATES AND
COURSES ADDED
FOR SUMMER 2011

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construction study centre



Law on site - finding your way around

BRAND NEW COURSE

10 May	2011 Birmingham	23 June	2011 Manchester
2 June	2011 London	4 July	2011 Bristol

COURSE BACKGROUND

The aim of this **BRAND NEW 1 DAY COURSE** is to consider issues relevant to an existing site or structure that developers, from all sectors, may wish to purchase, and the impact of these on the development and construction process. It will be of interest to those from all sides of the contractual fence and employer background who are involved in the implications of such issues.

- Ransom strips and islands
- Wayleaves
- Covenants
- Rights of way
- Sections 38, 104, 106 and 278 agreements
- Squatters
- Trespass

Specific site problems

- Underground pipes and waterways
- Power cables
- Party walls
- Confined sites

Issues which may impinge on the contractor on site

- On site liability and ensuing problems
- Site supervision
- Quality control

SPEAKER ALL VENUES

Keith Blizzard

OVERVIEW

Legal issues of the site

- Boundaries

BRAND NEW COURSE The crucial rules of managing land, property + construction disputes

16 June	2011 Birmingham	30 June	2011 Manchester
21 June	2011 London		

COURSE BACKGROUND

This **BRAND NEW 1 DAY COURSE** will provide an overview of land, property and construction disputes that can be resolved by a range of methods intended to avoid costly litigation.

It will provide a 'hands on' approach to the topic, which will provide 'practical' solutions for all involved in such situations.

- Tenants
- Property developers
- Building contractors

Types of land, property or construction dispute in connection with

- Boundaries
- Leases
- Freeholds
- Development
- Construction

Resolving land, property or construction disputes

- Dispute avoidance
- Mediation
- Expert determination
- Arbitration – including rent reviews
- Litigation
- Construction adjudication

SPEAKER ALL VENUES

Keith Blizzard

OVERVIEW

The parties to a land, property or construction dispute

- Neighbours
- Landlords

Keeping up to speed with the latest Building Regulations

RECENTLY UPDATED

15 March	2011 Manchester	22 June	2011 Leeds
23 March	2011 Bristol	13 July	2011 London
30 March	2011 Leeds	20 September	2011 London
7 April	2011 London	5 October	2011 Birmingham
5 May	2011 London	20 October	2011 Manchester
11 May	2011 Birmingham	2 November	2011 Bristol
25 May	2011 Manchester	15 November	2011 Leeds
8 June	2011 Bristol	6 December	2011 London

COURSE BACKGROUND

This **RECENTLY UP-DATED 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



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"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."

Working with CDM 2007

28	March	2011	Southampton
4	April	2011	Glasgow
11	April	2011	Leeds
11	April	2011	London
9	May	2011	London
16	May	2011	Birmingham
16	May	2011	Leeds
23	May	2011	Southampton
6	June	2011	Manchester
20	June	2011	Glasgow

27	June	2011	Bristol
11	July	2011	London
5	September	2011	London
19	September	2011	Birmingham
26	September	2011	Manchester
10	October	2011	Bristol
24	October	2011	Leeds
14	November	2011	Glasgow
5	December	2011	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 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 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.

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 **Richard Allen, 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

CDM 2007 for designers!

24	May	2011	London
7	June	2011	Birmingham
6	July	2011	Manchester
27	September	2011	London

19	October	2011	Manchester
9	November	2011	Bristol
1	December	2011	Birmingham

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

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

Becoming a CDM co-ordinator under CDM 2007

29,30,31	March	2011	Southampton
5,6,7	April	2011	Glasgow
12,13,14	April	2011	Leeds
12,13,14	April	2011	London
10,11,12	May	2011	London
17,18,19	May	2011	Birmingham
17,18,19	May	2011	Leeds
24,25,26	May	2011	Southampton
7,8,9	June	2011	Manchester
21,22,23	June	2011	Glasgow

28,29,30	June	2011	Bristol
12,13,14	July	2011	London
6,7,8	Sept	2011	London
20,21,22	Sept	2011	Birmingham
27,28,29	Sept	2011	Manchester
11,12,13	Oct	2011	Bristol
25,26,27	Oct	2011	Leeds
15,16,17	Nov	2011	Glasgow
6,7,8	Dec	2011	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 **Richard Allen, 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

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

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
- Practical use
- Function
- 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 may 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.

- 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 may be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 (available as free download from the HSE website)

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

16	March	2011	Birmingham	11	July	2011	Bristol
24	March	2011	Bristol	3	October	2011	London
30	March	2011	Manchester	6	October	2011	Birmingham
4	May	2011	London	16	November	2011	Bristol
26	May	2011	Birmingham	17	November	2011	Manchester
15	June	2011	Manchester				

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

SPEAKER ALL VENUES

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



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Every project managers' toolkit – methods and techniques for effective PM

23	March	2011	Birmingham	30	June	2011	Birmingham
6	April	2011	Manchester	7	July	2011	Manchester
8	June	2011	London				

COURSE BACKGROUND

This 1 DAY INFORMATION

PACKED COURSE compresses a lifetime of experience and insight into just one day, providing information you can implement immediately to **improve your projects and your bottom line**. You will gain an understanding of the techniques and strategies of today's most successful project managers as well as:

- Improve your personal project management skills and success
- Provide a focus and dynamic approach your whole firm can put into action right away
- Identify and conquer the typical pitfalls in project management to establish consistent project success
- The result is a seminar brimming with practical information you can act on immediately to improve the projects you work on every day

SPEAKER ALL VENUES

Dr John Henry Looney

OVERVIEW

What is project management?

- Traits of the best project managers
- Overcoming obstacles for effective project management

Business development

- Making the most of existing client relationships

- Cross-selling

Effective project planning

- Planning the Project
- Elements of a good project

Effective project scheduling

- Elements of a good schedule
- Selecting the best scheduling method

Financial control

- Four ways to budget a project
- Balancing scope and fee

Leading a successful project team

- Resource planning
- Effective team organisation

How to manage your clients

- How to improve your relationship with your clients
- Proactive client communications techniques

How to manage quality & risks

- Risk assessment and method statements
- Analysing and mitigating risk

Improving productivity

- Increasing your team's output
- Organising your time

Project control

- Monitoring critical project elements
- How to manage change better

Effective project close-out

- Planning to complete
- Elements of a successful project close-out

The A-Z of legal pitfalls for the project manager **BRAND NEW COURSE**

+ Construction Act up-date

19	May	2011	Birmingham	13	June	2011	Manchester
2	June	2011	London				

COURSE BACKGROUND

This BRAND NEW 1 DAY COURSE

seeks to address many of the legal and contractual issues that project managers come across on a regular basis, both as to their own services and rights and remedies as well as in their professional role in management relating to construction projects.

The Course will cover issues concerning the engagement, authority and role of the project manager and contractual and legal issues that arise in the context of the construction process.

SPEAKER ALL VENUES

The speaker for each course will be from a panel of **Peter Ormston, Michael Rowlinson** and **Richard Silver**

OVERVIEW

The role of the project manager in law

- Consider the project managers legal status in law and in respect of different contractual arrangements including NEC 3, PPC 2000 and JCT forms of contract.
- Discuss the terms of engagement for the project manager, both standard and non standard, scope and nature of services, rights and remedies, obligations and remuneration.
- Review standards of service to be provided, obligations in law and recent cases involving project management services.

Problem issues for the project manager

- Legal relationship with, and responsibilities to, other consultants
- Project manager as certifier or not
- Obligations to third parties
- Co-ordination and control of others
- Identifying and managing non-performance of other consultants
- Limits and duration of liability
- Collateral warranties
- PI insurance

Legal issues in managing the construction process

- Setting the terms and documents of the Construction Contract. Setting the scope, obligations, price and risks.
- Issues of construction time and progress and completion including programmes, commencement, interim targets and key dates, completion, delay damages and risk management.
- Managing the money including setting the price or sum, what the original money represents, dealing with variations and their valuation, claims for loss and/or expense and compensation. Interim and final payment mechanisms.
- Miscellaneous problem issues including letters of intent, novation, bonds, guarantees, and parent company guarantees, risks of the unknown and pre-contract knowledge, design responsibility and co-ordination, provision of information.

Building Subsidence – types, identification of causes & rectification of structural damage

BRAND NEW COURSE

24 May 7 June	2011 Birmingham 2011 London	28 June	2011 Manchester
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COURSE BACKGROUND

This **BRAND NEW 1 DAY COURSE** will provide an introduction to subsidence, its causes and rectification, together with the principles of writing reports on such matters, and any resulting disputes and their resolution.

SPEAKER ALL VENUES

David Symonds

OVERVIEW

What is subsidence?

- Definition
- Identification of types – historic, mining, active

How to establish the basic cause

- Initial investigation
- Trial pits and boreholes
- Monitoring
- Sampling
- Soil testing and laboratory analysis

Rectification of the structural problem

- Mass concrete underpinning
- Needle piling
- Raft foundations
- Grouting
- Superstructure repairs

Report writing

- Writing a report to meet the objectives
- Contents, layout, completeness/clarity

Disputes

- The difference between subsidence and settlement
- Resolving disagreements between parties

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

NEW COURSE

4 May 16 June	2011 Birmingham 2011 Bristol	22 June 13 July	2011 London 2011 Manchester
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SPEAKER ALL VENUES

David Symonds

OVERVIEW

Establishing the client's needs

- The briefing process
- Interpreting the brief and setting objectives
- Resource management: controlling the time and cost of the survey

Legal liability and compliance

- Contractual liability and negligence risks

Preparations for undertaking a survey

- Documentary information
- Health and safety risk assessment
- Surveying equipment

The preparation of survey reports and schedules

- The structure and style of the report or

- schedule of condition
- The contents of the report

Further investigations

- Crack and level monitoring
- Excavations and boreholes
- Soil testing, laboratory analysis and root identification

Typical structural defects

- Lateral restraint problems
- Corrosion and rot, chemical attack
- Accidental damage
- Repair options

Subsidence

- The difference between subsidence and settlement
- Shallow foundations and filled ground
- Clay soils, shrinkage, trees
- Leaking drains

Repair of some typical structural defects

- Superstructure repair
- Mass concrete underpinning

Effective planned maintenance of buildings - protecting capital assets in difficult times

29 March 4 April 7 April	2011 Birmingham 2011 Bristol 2011 Manchester	12 May 16 May 23 May	2011 Birmingham 2011 London 2011 Manchester
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COURSE BACKGROUND

This **1 DAY COURSE** will provide practical expert perspectives on effective planned maintenance, with a background in the necessity for cost effectiveness and due consideration of climate change and sustainability issues.

SPEAKER ALL VENUES

John Edwards

OVERVIEW

Maintenance strategy

- Purpose, content and development; influences on strategy

Asset management

- Purpose and advantages of asset management; balancing different types of values; development and use

Understanding maintenance requirements

- Common examples of planned maintenance and their cycles; influence of building use and type; performance of buildings in use

Surveys and inspections

- Types and their purpose; recording and using information; the benefits of building pathology

Planned 'v' responsive maintenance

- Defining the difference; advantages and disadvantages

Different forms of planned maintenance

- Cyclical; condition based; occupancy demand

Understanding building performance

- Use or occupancy; survey and inspection data use

Improvements through planned maintenance

- Using building performance data; understanding refurbishment and retrofit opportunities; cost and value analysis

Legal responsibilities

- Health and safety; tenancy obligations; listed buildings and conservation areas

Different types of buildings

- Understand the influence of different types; individual building types; system built structures; traditional buildings

Implications of climate change

- Understanding building performance challenges; common planned maintenance requirements; dealing with increased maintenance requirements; green supply chain issues

Specifications

- Ensuring adequate standards; performance and prescriptive specifications; supply chain issues

Procurement and contract management

- Options; supply chain management; tendering; supervision



BLISS BOOKS

Delegates can obtain a **10% discount** when purchasing contracts and publications relevant to these courses.

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Ann Glacki on

01565 777234
www.blissbooks.co.uk

2011 venues

- **Bristol:** The Bristol Conference Centre, The Wylands, Lower High Street, Shirehampton, Bristol, BS11 0DA
- **Glasgow:** Thistle Hotel, Cambridge Street, Glasgow, G2 3HN
- **Leeds:** Tomahawk Woodlands, Woodlands, Gelderd Road, Leeds LS27 7LY
- **London:** The Chartered Institute of Arbitrators, 12 Bloomsbury Square, London, WC1A 2LP

- **Manchester:** Etrop Grange Hotel, Thorley Lane, Manchester Airport, Cheshire, M90 4EG
- **Birmingham:** St Johns Hotel, 651 Warwick Road, Solihull B91 1AT
- **Southampton:** De Vere, New Place, Shirrell Heath, Southampton SO32 2JH

2011 speakers

- **Richard Allen**, FRICS, MaPS Director, Allen Holmes Ltd
- **Peter Andrews**, OBE, CFOSH, LCGI, Chartered Safety and Health Practitioner; Principal, Andrews Associates, Safety and Health Consultants
- **Keith Blizard**, BSc(Hons), DipArb, FRICS, FCI Arb, FFB, MEWI, Director, Shakespeare Putman LLP
- **Nigel Clayton**, DipArb, FCI Arb, FCInstCES, MRICS, MAMPM Director, BrunswickIS
- **John Edwards**, MA, DipBldgCons, CEnv, FRICS, FCI Arb, IHBCP

- **Jim Goddard**, MRICS, MCI Arb, DipMan(Open) Technical Manager, Building Consultancy, Birmingham City Council
- **Paul Gray**, BSc, CEng, MICE, CMIOASH, RMaPS Health, Safety & Construction Consultant; Chartered Engineer & Chartered Safety and Health Practitioner; Former Technical Director, Scott Wilson
- **David Jordan**, MSc, MCI Arb, MCMi, CMIOASH, RMaPS Consultant CDM Co-ordinator
- **Dr John Henry Looney**, PhD, FRSA, MIOD Sustainable Direction Ltd

- **Peter Ormston**, LLB(Hons), FCI Arb, Panel Appointed Adjudicator Director, Alway Associates
- **Michael Rowlinson**, MSc, DipArb, MRICS, FCI Arb, FCI Arb, FCInstCES, MEWI, Barrister-CEO, Alway Silver Group; Senior Partner; Silver Shemmings LLP, Solicitors
- **Eur Ing David Symonds**, BSc(Eng), DIC, CEng, MICE, MaPS, FRSA Chartered Civil Engineer

I. CHOOSE YOUR COURSE(S) – PLEASE INDICATE IN THE BOXES THE NUMBER OF PLACES REQUIRED

Working with CDM 2007

Southampton	28 Mar 2011	<input type="text"/>
Glasgow	4 Apr 2011	<input type="text"/>
Leeds	11 Apr 2011	<input type="text"/>
London	11 Apr 2011	<input type="text"/>
London	9 May 2011	<input type="text"/>
Birmingham	16 May 2011	<input type="text"/>
Leeds	16 May 2011	<input type="text"/>
Southampton	23 May 2011	<input type="text"/>
Manchester	6 June 2011	<input type="text"/>
Glasgow	20 June 2011	<input type="text"/>
Bristol	27 June 2011	<input type="text"/>
London	11 July 2011	<input type="text"/>
London	5 Sep 2011	<input type="text"/>
Birmingham	19 Sep 2011	<input type="text"/>
Manchester	26 Sep 2011	<input type="text"/>
Bristol	10 Oct 2011	<input type="text"/>
Leeds	24 Oct 2011	<input type="text"/>
Glasgow	14 Nov 2011	<input type="text"/>
London	5 Dec 2011	<input type="text"/>

CDM 2007 for designers!

London	24 May 2011	<input type="text"/>
Birmingham	7 Jun 2011	<input type="text"/>
Manchester	6 Jul 2011	<input type="text"/>
London	27 Sep 2011	<input type="text"/>
Manchester	19 Oct 2011	<input type="text"/>
Bristol	9 Nov 2011	<input type="text"/>
Birmingham	1 Dec 2011	<input type="text"/>

Becoming a CDM Co-ordinator under CDM 2007 (3 consecutive days commencing on)

Southampton	29 Mar 2011	<input type="text"/>
Glasgow	5 Apr 2011	<input type="text"/>
Leeds	12 Apr 2011	<input type="text"/>
London	12 Apr 2011	<input type="text"/>
London	10 May 2011	<input type="text"/>
Birmingham	17 May 2011	<input type="text"/>
Leeds	17 May 2011	<input type="text"/>
Southampton	24 May 2011	<input type="text"/>
Manchester	7 Jun 2011	<input type="text"/>
Glasgow	21 Jun 2011	<input type="text"/>
Bristol	28 Jun 2011	<input type="text"/>
London	12 Jul 2011	<input type="text"/>
London	6 Sep 2011	<input type="text"/>
Birmingham	20 Sep 2011	<input type="text"/>
Manchester	27 Sep 2011	<input type="text"/>
Bristol	11 Oct 2011	<input type="text"/>
Leeds	25 Oct 2011	<input type="text"/>
Glasgow	15 Nov 2011	<input type="text"/>
London	6 Dec 2011	<input type="text"/>

Keeping up to Speed with the latest Building Regulations

Manchester	15 Mar 2011	<input type="text"/>
Bristol	23 Mar 2011	<input type="text"/>
Leeds	30 Mar 2011	<input type="text"/>
London	7 Apr 2011	<input type="text"/>
London	5 May 2011	<input type="text"/>

Birmingham	11 May 2011	<input type="text"/>
Manchester	25 May 2011	<input type="text"/>
Bristol	8 Jun 2011	<input type="text"/>
Leeds	22 Jun 2011	<input type="text"/>
London	13 Jul 2011	<input type="text"/>
London	20 Sep 2011	<input type="text"/>
Birmingham	5 Oct 2011	<input type="text"/>
Manchester	20 Oct 2011	<input type="text"/>
Bristol	2 Nov 2011	<input type="text"/>
Leeds	15 Nov 2011	<input type="text"/>
London	6 Dec 2011	<input type="text"/>

The project management boot camp – 50 things ...

Birmingham	16 Mar 2011	<input type="text"/>
Bristol	24 Mar 2011	<input type="text"/>
Manchester	30 Mar 2011	<input type="text"/>
London	4 May 2011	<input type="text"/>
Birmingham	26 May 2011	<input type="text"/>
Manchester	15 Jun 2011	<input type="text"/>
Bristol	11 Jul 2011	<input type="text"/>
London	3 Oct 2011	<input type="text"/>
Birmingham	6 Oct 2011	<input type="text"/>
Bristol	16 Nov 2011	<input type="text"/>
Manchester	17 Nov 2011	<input type="text"/>
...		
Birmingham	23 Mar 2011	<input type="text"/>
Manchester	6 Apr 2011	<input type="text"/>
London	8 Jun 2011	<input type="text"/>
Solihull	30 Jun 2011	<input type="text"/>
Manchester	7 Jul 2011	<input type="text"/>

Every project managers' toolkit

...		
Birmingham	23 Mar 2011	<input type="text"/>
Manchester	6 Apr 2011	<input type="text"/>
London	8 Jun 2011	<input type="text"/>
Solihull	30 Jun 2011	<input type="text"/>
Manchester	7 Jul 2011	<input type="text"/>

The A-Z of legal pitfalls ...

Birmingham	19 May 2011	<input type="text"/>
London	2 Jun 2011	<input type="text"/>
Manchester	13 Jun 2011	<input type="text"/>
Birmingham	10 May 2011	<input type="text"/>
London	2 Jun 2011	<input type="text"/>
Manchester	23 Jun 2011	<input type="text"/>
Bristol	4 Jul 2011	<input type="text"/>

The crucial rules of managing land...

Birmingham	16 Jun 2011	<input type="text"/>
London	21 Jun 2011	<input type="text"/>
Manchester	30 Jun 2011	<input type="text"/>

Undertaking building & structural surveys ...

Birmingham	4 May 2011	<input type="text"/>
Bristol	16 Jun 2011	<input type="text"/>
London	22 Jun 2011	<input type="text"/>
Manchester	13 Jul 2011	<input type="text"/>

Building Subsidence – types ...

Birmingham	24 May 2011	<input type="text"/>
London	7 Jun 2011	<input type="text"/>
Manchester	28 Jun 2011	<input type="text"/>

Effective planned maintenance of buildings -protecting capital ...

Birmingham	29 Mar 2011	<input type="text"/>
Bristol	4 Apr 2011	<input type="text"/>
Manchester	7 Apr 2011	<input type="text"/>
Birmingham	12 May 2011	<input type="text"/>
London	16 May 2011	<input type="text"/>
Manchester	23 May 2011	<input type="text"/>

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.

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Surname First Name

Surname First Name

Position(s)

Organisation

Address

Town/City

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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

Credit/debit card No. | | | | | | | | | | | | | | | | | | | | | |

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Timing of all courses
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 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 £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.
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