



HCQS Bespoke Construction Training

- Improving Commercial Awareness ■ Administration for Supervisors and Site Managers
- A Spirit of Mutual Trust and Co-operation - An Introduction to NEC Engineering and Construction Contract ■ Working with JCT Forms of Contract ■ Successful Sub-Contracting

Sharing Knowledge, Improving Performance

HCQS' trainers have acquired a wealth of knowledge whilst working for and within client, main-contractor and sub-contractor organisations. This acquired knowledge allows HCQS to provide bespoke in-house training on a wide range of legal, contractual and management subjects.

In order to maximise the investment of both the Employer and Employee, HCQS only provides in-house training in formats that are flexible in their timing and duration and which are always adapted to meet the exacting criteria of the client. HCQS believes that this approach improves the confidence and motivation of employees which invariably results in improved performance.

The HCQS training team consists of the following personnel who are closely supported by the administration department. All course literature and handouts are produced in-house to a high quality by the HCQS team.

Profile of the Trainer

David Hands – Associate - Msc Construction Law, MCI Arb

Claims Consultant / M&E Commercial Manager with over 30 years' extensive practical experience representing Contractors, Sub-Contractors and Client/Employer Organisations on Rail, M&E and Building Projects. Has gained considerable expertise over the past 10 years as a contracts and dispute specialist involved with the Rail/M&E/Nuclear and Engineering Industry.

Improving Commercial Awareness

This course provides non-commercial staff with the opportunity to enhance and develop their current commercial and contractual skills by considering and reviewing:

- the basic principles of contract formation;
- the obligations and rights imposed by commonly used standard forms of contract with particular regard to payment, variations, time matters and notices;
- overview of the procedures and requirements of the Housing Grants, Construction & Regeneration Act 1996 and the mechanisms of the Scheme including a review of the impending changes;
- the practical steps that should be adhered to in order to ensure that contractual obligations and rights (e.g. payment, set-off, termination) are protected through the timely issue of compliant notices and the maintenance of appropriate contemporaneous records;
- the procedures that are available to facilitate the recovery of sums due where payment is withheld without justification beyond the final date for payment;
- the need for maintaining good quality records for the purpose of protecting the company.

On completion attendees will have been allowed to develop their ability to:

- effectively implement mechanisms and procedures which will ensure that the financial position of the company is appropriately protected when undertaking contracts;
- identify and demonstrate an understanding of the procedures which are available to facilitate payment of sums withheld without justification and be aware of remedies under the contract and statute.
- understand the importance and application of maintaining records and serving notices.

Administration for Supervisors and Site Managers

The aim of this training workshop is to provide attendees with an introduction to, or reminder of, the steps which can be taken and processes that should be followed to ensure the commercial aspects of a contract are properly and adequately protected.

It is intended that at the end of the workshop attendees will be able to demonstrate:

- an understanding of the need for effective record keeping and commercial practice;
- an understanding of the available standard templates and their usage;
- the ability to record relevant information in the appropriate manner, on the relevant forms at the required time.

On completion attendees will have been allowed to develop an understanding of the benefits and importance of:

- Confirmations of Verbal Instructions
- Daily Allocation Sheets
- Daywork Sheets
- Early Warning Notices
- Notifications of Delay
- Progress Reports
- Requests for Information
- Site Diaries
- Site Communications
- Timesheets
- Weekly Labour and Plant Records

In a Spirit of Mutual Trust and Co-Operation – An Introduction to the NEC Engineering and Construction Contract

The aim of this training workshop is to provide attendees with an overview of the NEC3 Engineering and Construction Contract allowing them the opportunity to enhance and develop their current skills levels further by considering, where appropriate:

- the background to the NEC3 Engineering and Construction Contract;
- the Main Option Clauses;
- the use of the Contract Data;
- the requirements for Programmes and Notices;
- implementation and administration of Compensation Events (Variations);
- the differing payment mechanisms under each of the Main Options.

On completion the attendees will have been allowed to develop their ability to:

- understand the differences between the Main Options;
- use and apply the Contract Data to relevant mechanisms;
- administer the Early Warning and Compensation Event procedures;
- compile Compensation Event quotations using the Contract Data and Schedules of Cost Components;
- establish amounts due as both interim and final payments;
- understand Secondary Option Clauses;
- understand obligations arising under modifications, where applicable, particularly the Z clauses.

Working with JCT Forms of Contract

The aim of this training session is to provide all attendees with the opportunity to enhance and develop their current skills level further by considering and reviewing:

- the obligations and rights imposed by the commonly used standard JCT forms in relation to key areas relevant to the effective commercial management of a contract;
- the practical steps that should be adhered to in order to ensure that identified contractual obligations are fulfilled and rights protected through the timely issue of compliant notices and the maintenance of appropriate contemporaneous records;

It is intended that at the end of the training session attendees will have further enhanced and developed their:

- understanding of the obligations imposed and rights available under the standard JCT contract forms in relation to key areas relevant to the effective administration and commercial management of a contract and;
- understanding of the practical steps that can be taken to ensure that the company's commercial position on contracts is protected.

Successful Sub-Contracting

HCQS is able to produce training seminars in relation to any bespoke or standard forms of Sub-Contract issued by Main Contractors. These seminars focus on procedures required to fulfil obligations and preserve rights. Subject matter typically includes:

- The requirements for serving notices;
- identifying and valuing variations;
- applications for interim and final payments;
- the need to monitor and report progress;
- responsibility and liability for delays.