

RCC Limited

Redfern Contract Consultants Limited
Commercial and Project Management. Quantity Surveying. Planning

PROFESSIONAL TRAINING

One Day Workshops for
Specialist Contractors



Associate Member of:



confederation of
construction
specialists

RCC Limited.com

Tel: +44 (0)1283 512535

Email: info@rcclimited.com



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Redfern Contract Consultants Limited

Commercial and Project Management. Quantity Surveying. Planning

One Day Workshops for Specialist Construction Contractors

RCC was established in 2002 with the aim of providing commercial and contractual support and assistance to Specialist Construction Contracting companies. Our courses are designed to help increase contractual awareness for you and your business, enable you to get paid on time and support with the avoidance of damaging disputes.

RCC's training focuses very specifically on the Commercial and Contractual needs, problems and opportunities specialist construction contracting companies encounter every day.

The programme consists of an integrated set of directly targeted and high quality, intensive full day training courses with the aim of providing clear and practical understanding using real-life, common industry sector reference material and experiences.

Whilst all our courses can be attended individually, they are designed to run sequentially to give specialist sub-contractors the skills and support that will help and assist you to:

- Understand and agree a fair and reasonable contract
- Get paid what you are entitled to, in full and on time
- Recover additional monies for varied, disrupted or prolonged works
- Manage your projects more effectively
- Avoid and/ or resolve disputes
- Implement good commercial contract practices

Book online or contact us today to reserve your place:

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Associate Member of:



CourseOne: A-Z of Contracts

All you need to know, from contract formation and order acceptance to understanding and managing contract terms

Recommended for

- Any personnel involved with any aspect of specialist contracts, sub contracts or supply contracts, particularly sales, project management, senior managers and directors, project administrators and credit control who are involved with understanding, reviewing, negotiating or complying with the terms and conditions that govern a specialist contract.

Duration and Price

- 1 day £189 + VAT - Book online at www.rcclimited.com or call **+44 (0)1283 512535**

Benefits of Attending

- Obtain a practical understanding of when and how contracts are formed
- Understand the key provisions of contracts, sub contracts and supply contracts
- Learn best practices to successfully monitor and control pre-contract paperwork
- Review and negotiate contracts with confidence
- Gain useful guidance for analysing non-standard / bespoke contract terms
- Grow your insight into specific clauses and terms to be aware of
- Identify the pitfalls that can influence the success or failure of a project
- Particular reference to specialist construction works

Course content

- Formation of Contract – the law and the theory
- The contractual tree – where do you sit
- Purchase order v sub contract v letter of intent
 - Examples and differences
 - What do they mean
 - What do they need
 - What they may contain
- Order Acceptance
 - Acceptance by action / agreement
 - ‘Battle of the forms’
 - Order acknowledgement
 - Pre tender meetings, tender submissions
 - Pre order meetings
 - Authorisation levels / internal processes
- The major operational terms and conditions sections of standard forms of contract
- How non-standard or bespoke contract terms change an agreeable contract to one that unreasonably reallocates risk onto specialist contractors

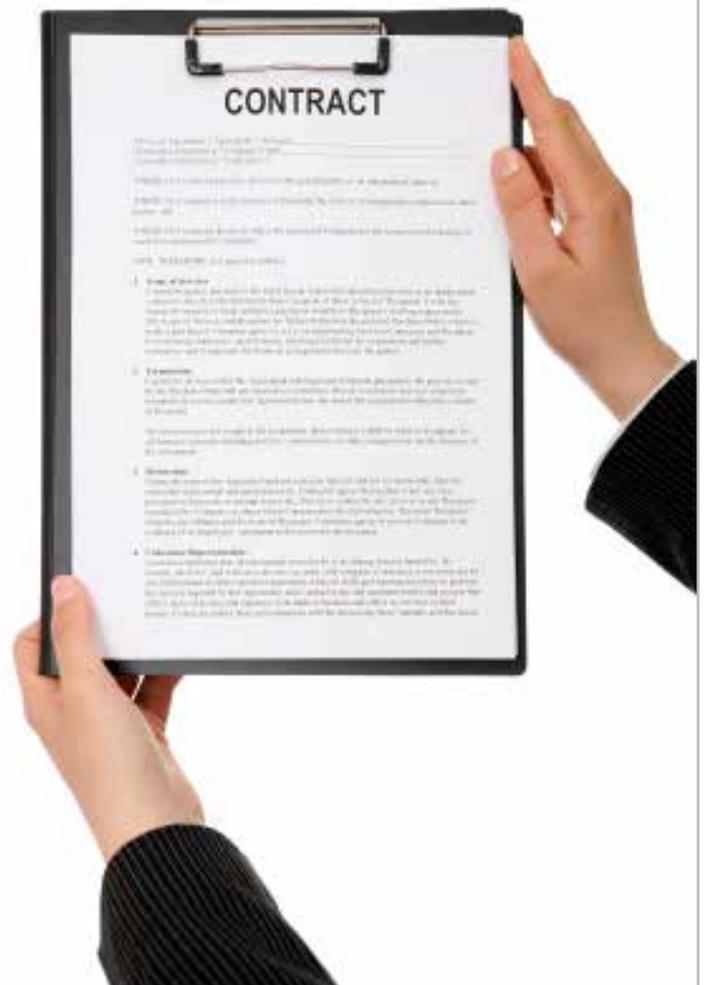
Course content continued

- What can be done to re-balance or mitigate risks
- Analysing how contract terms and conditions are presented
- Reviewing standard versus non-standard terms; how they work and how they allocate risk - covering the following:
 - Definitions
 - Compliance with upstream contracts
 - Instructions and variations – compliance and valuation
 - Time and progress – delays, extensions of time
 - Protection of work
 - Payment
 - Practical completion
 - Warranties, bonds, guarantees
- Exclusion clauses
- A typical contract checklist
- Good commercial practice for getting the project off on the right foot

Testimonials

“Thank you. This was a useful insight into how contracts are formed and how to avoid the terms and clauses that can cause problems for specialist contractors.”

“An excellent course that’s given me a greater understanding of contracts. Feel I’ll now be able to review and monitor their progress more closely, knowing their content is of mutual benefit.”



CourseTwo: Managing Contract, Scope, Change & Progress

How to manage and use the contract terms to ensure your obligatory Contracts and Scope of Works to ensure obligations and entitlements relating to time and money are met and recovered.

Recommended for

- Sales personnel, site supervisors, project and contract managers and administrators and all other staff of specialist companies with any direct responsibility for supervising or managing the execution of sub contract works.

Duration and Price

- 1 day £189 + VAT - Book online at www.rcclimited.com or call **+44 (0)1283 512535**

Benefits of Attending

- Reduce risk and increase profitability by effectively establishing, monitoring and changing scopes of work
- Ensure your company meets its obligations
- Gain insight into the importance of dates and programmes
- Protect your company's interests
- Recognise and receive your company's entitlements
- Improve the recovery of variation value
- Avoid legal and contractual pitfalls
- Special emphasis on compliance with contract terms, record keeping and good commercial practice plus the key contractual aspects regarding time and progress for specialist contractors

Course Content

- Establishing and understanding the scope of work
- Design responsibility & Contractor's design portion (CDP)
- Contract, site and verbal instructions
- Schedule of rates
- Identifying, preparing and agreeing variations
- Daywork
- Attendances and facilities
- Keeping records
- Getting it in writing
- Site meetings
- Meeting minutes
- Contra charges
- Programme preparation and agreement
- Progress monitoring and reporting
- Delay, disruption, acceleration and prolongation
- Extensions of time
- Practical completion
- Suspending work
- Good day-to-day commercial practice for protecting your company from unrecoverable cost escalation



Testimonials

"A great course that's helped me to identify how we can make simple changes to our contract record monitoring to ensure the success of our projects"

Course Three: Getting Paid

How to get what you are entitled to, paid on time

Recommended for

- Any personnel involved with any aspect of contractual entitlements to payment, such as; project / contract / operations managers, commercial personnel, credit control & finance department, administration personnel.

Duration and Price

- 1 day £189 + VAT - Book online at www.rcclimited.com or call **+44 (0)1283 512535**

Benefits of Attending

- Gain a clear, detailed and practical review of the issues surrounding payment for work carried out under contracts and subcontracts
- Understand how the payment system operates
- Covers contract terms and conditions, applications, valuations, payments, retentions and contra charges
- Obtain practical advice on how to implement good commercial practice to avoid payment delays and ensure you receive what payments you are entitled to, when you are entitled to them

Course Content

- The contract value
- Contract terms
 - Understanding the contract
 - Fixing key dates
 - Establishing a payment cycle and process to manage
- Applications for payment and schedules of rates
 - Establishing what you are due
 - Presentation
 - Detail and content
- What can you do if you don't agree with a customer's valuation?
- Valuation of sub contract work & sub contract certification
- Payment provisions of the Housing Grants Construction & Regeneration Act 1998 and as updated by The Local Democracy, Economic Development and Construction Act 2009
- Value Added Tax (VAT)
- What to do if you don't get paid
 - remedies for payment default
 - statutory interest on late payments under the Late Payment of Commercial Debts (Interest) Act 1998

Testimonials

"An excellent course providing vital information to subcontractors such as ourselves. I wish I had been on this course much earlier!"

"Since the course we have a more effective credit control system that means our cash flow is in a much better position. Thank you!"

"This course really opened our eyes to how the payment system works and what we can do to ensure payments are made to our advantage. We are in much better control of payments and by monitoring them closely means we are getting a better percentage of payments on time plus interest on those that are late."

Course Four: Claims, Disputes & Adjudication

How to handle claims and disputes effectively including resolution through adjudication

Recommended for

- Anyone involved with any aspect of specialist contracts, sub contracts or supply contracts, particularly sales, project management, contract managers, supervisors, senior managers and directors, project administrators and finance managers.

Duration and Price

- 1 day £189 + VAT - Book online at www.rcclimited.com or call **+44 (0)1283 512535**

Benefits of Attending

- Gain a clear understanding of the legal background to claims
- Learn how to identify and assess the different types of claims including incoming, outgoing, real and spurious (false) claims.
- Real life examples and advice with particular reference to specialist construction works
- Gain an understanding of the most common causes of disputes, contractual mugging and how to avoid them
- Be able to identify when adjudication would be a cost effective means of formal dispute resolution
- Understand how to refer disputes to an adjudication and how to respond to one launched against your company
- Develop a good reference guide to adjudication
- How adjudication works using practical examples and workshops to develop and apply theory
- Providing the knowledge and means to pursue good claims and defend against spurious claims How to protect your company's interests
- How to recognise and receive your company's entitlements

Course Content

- How to deal with spurious claims and other types of contractual, commercial or financial abuse
- How to minimise and, where necessary, deal with disputes
- Good practice for the production of valid claims
- Claims
- Breach of contract
- Scope of damages
- Mitigation of loss
- Quantification of damages and performance penalties
- Direct loss and/or expense
- Money claims and Extension of time claims
- Set off
- Resisting spurious claims
- Presenting valid claims
- Resolving disputes: contractual and legal remedies
- So what is adjudication?
- What are the requirements of the Act? Establishing a right to adjudicate
- Is my contract a 'construction contract' as defined by the Act?
- Is there anything excluded from the definition?
- Do I have a dispute?
- Does the dispute arise 'under the contract'?

Course Content Continued

- Notice of Adjudication
- Appointment of an adjudicator
- Adjudicator nominating bodies
- Referral notice
- Replying to a Notice of Adjudication
- Challenging the adjudicator's appointment
- What does the adjudicator do next?
- Will there be a formal hearing?
- What can I expect from the adjudicator's decision?
- Who pays the adjudicators costs?
- Frequently asked questions

Testimonials

"An insightful look at claims, how they occur and ways to both avoid and resolve them. Highly recommended."

"I am so pleased we came on this course as only a week later we needed to put our learning into practice! The understanding and advice given ensured we resolved the claim quickly and with minimum impact on the business."



CourseFive: Effective Cost, Value & Subcontract Management

Managing the value and costs of specialist construction work including the procurement and management of subcontracting

Recommended for

- Any personnel involved with any direct responsibility for procurement, management and payment of sub-contractors plus any aspect of contractual entitlements to payment, especially project, contract and operations managers, commercial personnel, credit control & finance department, administration personnel.

Duration and Price

- 1 day £189 + VAT - Book online at www.rcclimited.com or call +44 (0)1283 512535

Benefits of Attending

- Gain a concise, detailed and practical review of the key aspects of managing the costs of specialist construction work
- Particular emphasis on the issues surrounding effective value management and control of costs
- Develop a clear and practical understanding of how to manage the day to day control of costs
- Gain practical advice on how to implement good commercial practice to maximise recovery of entitlements and realistic forecasting
- Understand the key contractual aspects of subcontract procurement
- Guide to commercial practice of procuring and managing subcontract accounts
- Establish how to ensure the subcontract scope of works is correct and the necessary legal and contractual elements are included
- Learn how to manage the subcontract costs and variations in line with your contract

Course Content

- Contract value
- Monitoring and forecasting costs
- Labour resourcing, allocation and monitoring
- Procurement
- Variation recovery and forecasting
- Good commercial practice for cost and value forecasting and recovery
- Establishing the subcontract scope of work
- Preparation, sending and evaluation of tender enquiries
- Subcontract terms and conditions
- Clarifications and exclusions
- Management of subcontract progress and programme
- Management of subcontract variations
- Subcontract final account

Testimonials

"Such a useful course – I wish I'd been on it much earlier in my career!"

"We send all our new project managers on this course as it gives an in-depth grounding on all the contractual roles and responsibilities needed to safeguard our company and employees."



CourseSix: Using NEC Contracts: What You Need to Know

All you need to know about the operational, contractual and commercial implications of using NEC contracts.

Recommended for

- Any personnel involved with any contractual, commercial or payment aspects of NEC suite of contracts – for example, sales personnel, project managers, contract managers and administrators, site supervisors, finance managers, senior managers and directors.

Duration and Price

- 1 day £189 + VAT - Book online at www.rcclimited.com or call +44 (0)1283 512535

Benefits of Attending

- Gain an in-depth understanding of the key operational and contractual aspects of working under a NEC form of contract
- Understand the different types of NEC Contracts and when to use them
- Appreciate the commercial implications of how a project under NEC contract terms is sold and managed
- Receive guidance on the core clauses and the different options defined in the contracts
- Determine how to give the correct cost considerations when pricing an NEC contract
- Learn how to ensure risks are distributed fairly to sub-contractors

Course Content

- A background to NEC
- How the fundamental ethos of a NEC contract differs from traditional contracts
- The different types of NEC contract
- The Main Option Clauses
- The contract data
- The Accepted Programme
- Communications
- Early warnings and the Risk Register
- Compensation events
- Payment

Testimonials

"A really useful course. Great to have a clear and concise view of this very different type of contract"

"I would highly recommend this course. I'm putting the learning into practice every day!"

