Contract Administration



For practitioners in the property development and construction industry



Course Structure

Mode: Face-to-Face Duration: 14 Hours

MCP Assessment (Optional): 100% Assignment

About Micro-Credential Programme (MCP)

MCPs are certifications of assessed learning of knowledge, skills and competencies in a specific narrow area or field. These can be components of academic programmes or standalone courses supporting learners' professional, academic and personal development. Participants who successfully pass the MCP assessment will be awarded Malaysian Microcredential Statement (MMS) issued by Tunku Abdul Rahman University of Management and Technology (TAR UMT).

About This Training

This course focuses on stakeholders' roles in a contract and the administration of construction contracts and provides an overall understanding of interpreting particular contract clauses. Lessons include case studies relevant to the construction contracts in Malaysia, focussing on PAM and JKR forms of contract. At the end of the course, participants should be able to examine the roles and responsibilities, including the rules of conduct of the parties to the contracts. They will also be able to explain the clauses in the contracts, particularly in the PAM and the PWD form of contracts.



Date and Time

11 - 12 September 2023 Monday to Tuesday 9 AM to 5 PM



Training Venue

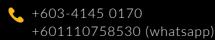
TAR UMT Jalan Genting Kelang, Setapak 53300 Kuala Lumpur

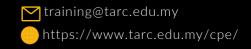


Trainer

Ts. Hashdi Abdul Muid







COURSE CONTENTS

ROLES AND RESPONSIBILITIES OF THE PARTIES TO THE CONTRACT

- Standard main contract documentation, its limitations and constraints
- Introduction to the particular contract clauses relating to the roles and responsibilities of the parties to the contract, professional ethics & code of conduct, and other essential personnel

MAIN CONTRACT

A detailed examination of particular contract clauses relating to:

- Instructions and Variations
- Valuations, Final Accounts and Certificates
- Determination by Employer or Contractor
- Contractual Claims, Liquidated
- Damages and Certificate of Practical Completion
- · Extension of Time
- Loss and Expense
- Insurance

SUBCONTRACT

- Introduction to the standard sub-contract documentation
- Contract and sub-contract clauses relating to roles and responsibilities of the parties to the contract and other essential personnel.
- Contract and sub-contract clauses relating to Nominated Subcontractors and Nominated Suppliers

Introduce our Trainer

Ts. Hashdi Abdul Muid

Ts. Hashdi Abdul Muid obtained his MBA from the University of Putra Malaysia. He holds a Bachelor of Science in Civil Engineering from the University of Arizona. He attended the Senior Management Program at Harvard Business School in 2002 and is a certified trainer. Currently, Ts. Hashdi is a Senior Lecturer at Tunku Abdul Rahman University Management and Technology (TAR UMT), specialising in Project Management and Contract Administration. Before joining TAR UMT, Ts. Hashdi has more than 20 years of industrial experience as a General Manager in a Public Listed company. He has extensive project management experience managing projects in Malaysia, Australia and the United Arab Emirates. His expertise includes high-rise towers, township developments and major infrastructure works.





Contact Us



Contract Administration

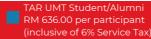
Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 11 - 12 September 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM

Fees:

RM 795.00 per participant (inclusive of 6% Service <u>Tax</u>)





The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170 Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

•	Name :	1	IC No.:		Nationality :	ı
	Email:		Mobile No. :		Designation:	
9	Name:		IC No.:		Nationality :	
	Email:		Mobile No. :		Designation:	
	(If space is insufficient, please attach a separate list) Disclaimer					
	vance of the worskshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance is below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the mmencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to ange the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes. The hereby confirmed that (please tick accordingly): We will be claiming under HRD Corp Claimable Course and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances. We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 31815 6 4113. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.					
Sı	ubmitted by					
	Name :		Designation :		Department:	
	Email:		Telephone No. :		Mobile No.:	
	Company Name:		Company Registration No.:			
	Company Address :		Company Stamp & Signatur	e:	Date:	