

Estimating, Tendering & Contracting

EA104



College of Electrical Training (CET)

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Connect Your Mind

02/11/2011

Course Overview

This course will provide the student with the knowledge and practical experience for estimating, project control, and preparation of contract documentation. Estimators in the electrical industry are highly sought after persons with good prospects of employment.

Course Requirements

For entry to this module a background in the Electrical Industry is preferable although not mandatory.

Course Content

- Interpret project drawings, symbols, specifications and other associated documentation
- Analyse contractual obligations and the significance of various contractual documents
- Prepare estimates, tender submissions and quotations
- Prepare a project plan for a diverse range of given projects

Duration

Two Saturdays

Certification

Upon successful module completion students are provided with a Statement of Attainment.

Skills Recognition

Our skills recognition process benefits students, who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

Examination Re-sit Policy

Where students are required to re-sit an examination, the first re-submission is free. A \$30.00 fee applies for a second re-submission. Should subsequent examination re-sits be required a \$150.00 fee applies for each examination.

Course Fees

Subsidised course fees may be available to persons currently working in the building and construction industry or unemployed persons who have worked in that trade in the previous 6 months.

The fee subsidy does not apply to persons working in the security and mining industries and Government employees.

In addition to course fees students may be required to provide some course reference books and resource materials.

How to Enrol

Simply complete the course registration form and return to the CET together with your payment. Both the Work History Form and a Credit Card Authority Form for payment can be downloaded from our website.

Cancellation Policy

8 days or more prior to course commencement	100% fee refund
2 to 7 days prior to course commencement	90% fee refund
1 day or less prior to course commencement	Nil fee refund

Should you have any queries please do not hesitate to contact:

Balcatta Campus

Phone: (08) 9240 7700 Email: admin3@cet.asn.au

Registration Form -

Estimating, Tendering & Contracting - EA104

How did you find out about the CET? _____
Surname _____
First Name _____
Date of Birth ____/____/____
Private Address _____
Suburb _____ Postcode _____
Telephone _____
Mobile _____
E-mail _____
Facsimile _____
Course Date _____
Company _____
Facsimile _____
Course Date _____
Company Address _____
Company Ph No. _____

Course Fees—Fees are subject to change

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for (please tick):

Non Subsidised Fee	Subsidised Fee
\$310.00 <input type="checkbox"/>	\$93.00 <input type="checkbox"/>
NECA Member Fee (if qual for CTF) <input type="checkbox"/>	\$73.00 <input type="checkbox"/>
NECA Member Fee <input type="checkbox"/>	\$290.00 <input type="checkbox"/>

Should you be a NECA member please provide evidence.

Total Payment Enclosed: \$ _____

Work History Form MUST be filled out and submitted if paying the Subsidised Fee

Paid by (if other than student, please provide name and address details) _____

Registration on this course is subject to receiving payment of course fees. Persons paying the subsidised fee must complete the form overleaf.

Fee Subsidy Declaration -

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- I _____ (full name)
(please tick)
 Am currently working in the building & construction industry
 Am currently unemployed and have worked in the building & construction industry in the past 6 months

Please note: If the CTF declines this subsidy application you will be required to pay the full (non subsidised) fee immediately - persons working in the mining industry, for the government or the armed service are not eligible for the subsidy.

Name of Employer _____

(required to claim the fee subsidy)

(Signature)

(Date)



The Supplementary Skills Program is subsidised by the Construction Training Fund Board and we would like to acknowledge the Board's continued support of skills development in the building and construction

The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.

Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training by industry for industry.

Please forward this form with your payment to:
See address details on front page

