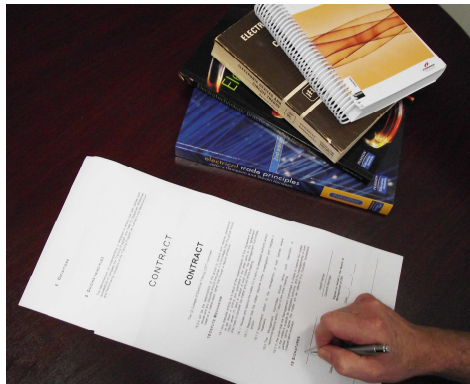


Understanding Contract Law & Contracts

- A Practical Guide -



College of Electrical Training (CET)

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Connect Your Mind

Course Overview

Contracts impact upon every aspect of business from works to employment and beyond. It is important that electrical contractors have at least some basic knowledge of contract law and contracting.

The contracts that electrical contractors are exposed to can often be complex and difficult to understand. Contractors also may experience difficulty drafting their own contracts, terms and conditions.

This course will introduce contractors to some fundamentals of contract law as well as deliver some practical knowledge in regards to drafting contracts, understanding some of the common clauses in contracts typically encountered by contractors, managing risk in contracts, terminating contracts and what to do when a contract is breached.

The course aims to be interactive and attendees will also participate in some problem-solving exercises. Use will be made of sample contracts or clauses to illustrate points and facilitate discussion

Course Content

Syllabus:

1. Introduction to contracts

What is a contract, elements of a contract, format of contracts, the role of the court, freedom of contract, standard form contract

2. Important contractual concepts

Conditions, warranties, signature rule, parol evidence rule, 'subject to contracts', time clauses

3. Boiler-plate clauses

Common clauses seen in many contracts, and those common for electrical contractors

4. Managing Risk

Exclusion clauses, restraints, unethical or illegal contract practices, negligence, liability periods and warranties

Course Content Continued

5. Termination and Remedies

When does a contract come to an end? Handling problems? Breach, notice, Courts, CCA, ADR, debt recovery

6. Sample contract - examining and scenarios

Course Requirements

There are no entry requirements for this course although applicants should ideally be electrical contractors or electricians planning to obtain their electrical contractors licence.

Course Attendance / Duration

6 hours

How to Enrol

Complete the attached course registration form overleaf and return the document to the College of Electrical Training together with your payment of course fees.

This course is only run on demand so therefore it will be subject to numbers. Please complete and return the registration form to register your interest, once we have enough people interested in the course we will schedule a date.

Course Materials

All course materials will be provided by the College of Electrical Training and are included in the course fee.

Certification and Assessment

This course is purely designed for information and professional development purposes. Upon completion of this course applicants will be awarded with a Certificate of Attendance.

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.

Course Fees

Subsidised 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.

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 re-fund
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

Understanding Contract Law and Contracts - A Practical Guide

How did you find out about the CET? _____

Surname _____

First Name _____

Date of Birth ____/____/____

Private Address _____

Suburb _____ Postcode _____

Telephone _____

Mobile _____

E-mail _____

Facsimile _____

Company _____

Course Date _____

Company Address _____

Company Phone Number _____

Course Fees—Fees are subject to change

- Non Subsidised Fee \$ 400.00
- Subsidised Fee \$ 80.00
- NECA members \$ 360.00
- NECA members (if qual for CTF) \$ 40.00

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

Registration on this course is subject to receiving payment of course fees. Under no circumstances will registration without payment entitle you to a position.

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for \$ _____

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

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FEE SUBSIDY DECLARATION:

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.

Name of Employer _____

(required to claim the fee subsidy)

(Signature)

(Date)

NOTE: The CTF subsidy reduces the student fee by up to 80%.



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.

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 industry.

Please forward this form with your payment to:

See address details on front page

