

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 Sub-contractors 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.



Click/Scan for enquiry



Contact Us



Centre for Continuing and Professional Education

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training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>

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



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

Fees: Public
RM 795.00 per participant
(inclusive of 6% Service Tax)

TAR UMT Student/Alumni
RM 636.00 per participant
(inclusive of 6% Service Tax)

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)

1

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

2

Name :

Email:

IC No. :

Mobile No. :

Nationality :

Designation :

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We 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. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name :

Email :

Company Name:

Company Address :

Designation :

Telephone No. :

Company Registration No. :

Company Stamp & Signature :

Department:

Mobile No. :

Date :