

SUSTAINABLE ALTERNATIVES LTD. (SAL)

In collaboration with
NATIONAL COUNCIL FOR
TECHNICAL VOCATIONAL AND
EDUCATIONAL EDUCATION
(NCTVET)

PRESENTS

CONTRACT ADMINISTRATION

See Calendar for dates

It involves 16 hours of intensive training, with the use of written handouts, audiovisual presentations, and problem solving group discussions for each lesson.

Who: The course is designed for those individuals involved in construction administration, this includes Contract Administrators; Property Managers; Architects; Engineers; Interior Designers; Specification Consultants; Building Authorities and Insurance Agencies.

Cost -\$23,000.00 per person
Registration Fee \$1,000.00

General Objective

To equip participants with the necessary knowledge, skills and attitude to effectively manage activities that rely on building contract procedures from the design stage to the post contract administration.

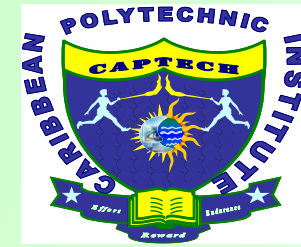
Learning Outcomes

At the end of the course participants should be able to:

1. Define a contract in the legal sense
2. Name the different types of contracts
3. Identify the major elements of a contract
4. Apply the Jamaican Government contract procedures and the creeds of contracts
5. Identify building contract documents
6. List typical building tender types and recommended their use
7. Name the typical elements of a tender/contract process from its inception to final account
8. Evaluate and administer tender/contract procedures
9. Define the work of the various professionals and how they inter-relate
10. Differentiate between bills of quantities and estimating
11. Handle payment issues
12. Identify major source of contractor disputes
13. Identify future developments and changes in the contract environment

Contact:

Caribbean Polytechnic Institute
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Web: www.captech.edu.jm



SUSTAINABLE ALTERNATIVES LTD. (SAL)



Jointly with

NCTVET

CONTRACT ADMINISTRATION

Sustainable Alternatives is a consulting company dedicated to sustainable development. It advocates a wholistic, multidisciplinary approach to human development, and the environment. The company was formed in September 1998.

Major Goals:

- To promote understanding about environmental, social and economic issues and how they impact on the sustainable development of our resources.
- To provide organizations with practical results that protect their profits and reputation while adding significant business value.

Caribbean Polytechnic Institute

Since October 2003, SAL has established the Caribbean Polytechnic Institute (CPI) as the training division of the company. The institute will offer professional development and continuing education courses in a wide range of disciplines. CPI will provide courses that are interesting, practical and relevant to national and global needs.

International Qualifications

Sustainable Alternatives has established The Caribbean Polytechnic Institute (CPI) as an independent school that offers continuing education courses that promotes career development. CPI will offer City and Guilds International, City and Guilds Pitmans (certificate, diploma and advanced diplomas) and The University of Cambridge International Career awards (certificate modules and diplomas)

Joint Certification Programmes

Sustainable Alternatives develops and presents appropriate training programmes in the area of Sanitation and Pest Management to a selected group of client representatives. Our Mission is to

provide quality training services to individuals and organizations in business and industry. We help our clients to improve the quantity and quality of their products and services, SAL therefore, helps to strengthen the economic development of Jamaica and enhance its position in the global marketplace.

The training programmes are cost effective and designed to comply with local and international regulatory bodies.

The Faculty of Science, College of Agriculture Science and Education and the Food Storage and Prevention of Infestation Division, Ministry of Commerce and Technology and the Bureau of Standards and The National Council for Technical Vocational and Educational Training (NCTVET) have been signatories to our training certificates.

Mission Statement

To provide quality technical, vocational and higher education opportunities that meet the dynamic needs of the Jamaican and the global workforce. It accomplishes this by emphasising:

- Strong skills in communication, problem solving, and critical thinking
- Opportunities for experiential, cooperative, and internships experiences
- A strong background in information technologies
- Interdisciplinary programs
- A strong sense of commitment to public service
- A personalized learning environment

Board of Directors

Managing Director/Executive Chairman – Keitha Beckford, Yvette Beckford-Dawkins

Participants in our Training programmes include representatives from the following organisations:

- Air Jamaica
 - Beaches Inn
 - Breezes Montego Bay
 - Cable & Wireless Jamaica
 - China Delight
 - Dairy Industries Ltd.
 - Desnoes and Geddes Limited
 - Digicel (Mossel Ja. Ltd)
 - Expedicare
 - Facey Commodity Ltd.
 - Fachoy Foods Ltd.
 - Factories Corporation Limited
 - Federated Pharmaceuticals
 - Golf View Hotel
 - Guardian Life Limited
 - Grace Kennedy & Co Ltd. (Distribution Center & Cold Storage Divisions)
 - Half Moon Hotel
 - Hi Lo Food Stores Ltd.
 - Holiday Inn Sunspree Resort
 - Island Grill
 - Jamaica Broilers Group Ltd.,
 - Lasco Foods Ltd
 - National Processors
 - Negril Cabins (Sunset at the Palms)
 - Nestle Jamaica Ltd.
 - Progressive Grocers Ltd.
 - Raeburn Farm Supplies...
 - Sandals Royal
 - Serge Island Ltd.
 - Sunset Resort
 - Sunset Villas
 - Tourism Product Development Company
 - Trade Wind Citrus
 - Trinjam Foods (Jamaica Producers
 - United Estates Ltd.
 - Westico Foods
 - A number of pest control Companies
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