

CEEQUAL Projects Assessor Training Course - 2 day course

CQ5-TrC P | 1/12

15 & 16 October 2012 - Dubai*Gloria Hotel, Sheikh Zayed Road, Dubai, UAE [t: +00971 04399 6666]***What is CEEQUAL?**

CEEQUAL is the sustainability assessment, rating and awards scheme developed by the Institution of Civil Engineers for civil engineering, infrastructure, landscaping and the public realm. It celebrates the achievement of high environmental and social performance. It is available in two forms: for use on Projects (with separate editions for the UK & Ireland and International); and for use on Term Contracts (for maintenance or for small works undertaken together).

In addition to its use as a rating system to assess performance, CEEQUAL also provides significant influence to project or contract teams as they develop, design and construct their work, because it encourages them to consider the issues in the question set at the most appropriate time. CEEQUAL Awards are evidence-based achievement awards, rather than the result of a competition, and can be applied for at any time.

Why attend an Assessor Training Course?

A CEEQUAL Assessment is undertaken by a trained and registered CEEQUAL Assessor, who is normally part of the project or contract team that applies for the Award, and it is then independently verified by a CEEQUAL Verifier. So, to undertake an Assessment, a project or contract team needs a trained CEEQUAL Assessor.

Assessor training details

Assessor Training comes in two parts: a 2-day Assessor Training Course on the Projects or Term Contracts Scheme, and mentoring from the Verifier when the Assessor undertakes their first Assessment.

The nature of the CEEQUAL Scheme means that Assessors usually have experience and interest in either civil engineering and/or public realm works or in environment & sustainability issues, and a knowledge base in either of these areas will be very helpful in the course of an Assessment. However, there is no need to be an 'expert' in either of these areas to go through the training process and be a successful Assessor.

Entry onto the training course is not limited to those who are members of a project team applying for an Award. The training course can be attended by anyone interested in improving the performance of civil engineering and/or public realm works. So it can be used as an element of continuing professional development.

This Assessor Training Course has been designed so that everyone who completes it successfully will be able to

undertake a Projects Assessment, with mentoring by the Verifier on their first Assessment. The course will be led by Roger Venables, Chief Executive of CEEQUAL, and is conducted in English.

The Course covers:

- what the CEEQUAL Award Scheme is and why it has been developed;
- the Scheme and assessment process in detail;
- use of the appropriate CEEQUAL Assessment Manual for Projects, basic skills required and the role of the Assessor;
- the environmental and social issues covered by the Scheme, including the new 'Project Strategy' section in Version 5 of the CEEQUAL Methodology;
- detailed study of each Section of the Assessment including the nature of the questions, reasons for their inclusion and scoping-out advice; and
- the Assessment and Verification process.

Following the training course, all delegates who have reached the required standard will be issued with a CEEQUAL Projects Assessor Certificate, but will need to receive mentoring by the Verifier on their first Assessment.

Cost and Registration

For this Projects Assessor Training Course, the fee is £845 per person. It includes:

- lunch and refreshments on both days;
- a copy of the relevant CEEQUAL Assessment Manual;
- supporting course handouts;
- a certificate; and
- follow up supporting material and access to our online document library.

Accommodation is not included.

Places on each course are strictly limited to 16 and are allocated on a first come first served basis. So, to apply for a place, please complete the registration form overleaf and return it with payment to CEEQUAL at the address given.

For more information contact Melanie Manton
Tel +44 (0)20 3137 2379 | melanie.manton@ceequal.com

www.ceequal.com

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E-mail enquiries@ceequal.com

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15 & 16 October 2012 - Dubai
(Day 1: start 9:15 | finish 17:15)

BOOKING FORM

To register your place at this course, please complete this form.

Then either fax this page back to CEEQUAL on +44 (0)20 7253 0523 **or** email the completed saved form to sarah.macpherson@ceequal.com.

All payments must accompany this form in order to guarantee a place at this course via credit card or BACS (see details below). A receipt invoice will be issued once payment has been received, and joining instructions sent.

Cost for the two day Assessor Training Course is £845 per person

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Please fill out your details below.

APPLICANT DETAILS

Title: _____ First Name: _____ Surname: _____
Company Name: _____ Position: _____
Address: _____
Postcode: _____
Tel: _____ Fax: _____
Email: _____

PAYMENT DETAILS

BACS payment: CEEQUAL Ltd Bank Details: NatWest, Charing Cross London Branch
Sort Code: 60-40-05 Account No: 32028598 VAT No: 823 5933 22

Credit Card: VISA ☐ Mastercard ☐ Amex ☐

Card No (16 digit number): _____

Expiry Date (mm/yy): _____ / _____ **Last 3 (Amex 4) digits on signature strip:** _____

Billing Address for credit card if different from above address:

BOOKING TERMS & CONDITIONS

All payments must accompany this form in order to guarantee a place at the course. Cheques should be made payable to CEEQUAL Ltd. A VAT invoice will be issued on request. All cancellations must be received in writing within 10 days of the event for a refund minus a £75.00 administration charge.

For cancellations received after this date no refund will be given but substitute delegates are welcome by notifying the CEEQUAL team at CIRIA. CEEQUAL Ltd reserves the right to alter the programme and to cancel the event in case of insufficient bookings. If we cancel the event, delegates will be advised immediately and fees refunded in full. Please note CEEQUAL cannot be held responsible for any travel and hotel cancellation charge.

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