

**Basic Skills**

- Basic Measurement Skills
- Communication Skills
- Personal & Interpersonal Skills
- Business & Management Skills
- Computers & IT Essentials
- Construction Law & Regulation
- Diversity in the Workplace
- Safety in the Workplace
- Professional Practice
- Construction Technology

**Budgetary Process**

- Cost Management & Monitoring Procedures
- Cash Flow
- Budgeting for Projects
- Preparing Cost Reports
- Appraise Cost Reporting Systems
- Lifecycle Costing

**Cost Estimating**

- Preparing Estimates
- Developing Cost Components
- Evaluating Cost Estimates
- Estimating Procedures & Estimate Reviews

**Cost Planning**

- Analyse & Advise on Various Alternative Design Solutions
- Project Cost Objectives & Parameters
- Prepare Cost Plan
- Prepare Project Implementation & Procurement Plan
- Analyse Time Related Cost Data
- Cost Estimate Using the Time Related Data
- Data Required to Prepare Cost Plans
- Provide Advice on Cost Plan to Client
- Undertake Scope Audit

**General Procurement Advice**

- Provide Input into the Development of the Project Brief
- Collect Procurement Requirements
- Evaluate Project Delivery Systems
- Undertake Constructability Analysis
- Advise on Alternate Contract Types
- Introduction to Public Private Partnerships
- Engineering Procurement Construction Management

**Claims & Dispute Resolution**

- Establish Background and Collect Data
- Negotiate Claims under Contract
- Dispute Resolution Processes
- Expert Witness
- Introduction to Securities of Payment
- Introduction to Arbitration

**Strategic Planning**

- Strategic Advice on Construction Costs
- Development of the Project Brief

**Construction Change Management**

- Establish Extent of Proposed and Actual Scope Changes
- Manage Cost Claims during Construction Resource Analysis

**Tender Process**

- Prepare Documentation Inputs to the Tender
- Evaluate & Award of Tenders

**Financial Audit**

- Bank Reports

**Account Management**

- Recommend Progress Payments
- Prepare Construction Cost Management Document
- Manage Cash Flow During Construction
- Prepare Progressive Financial Reports During Construction Phase
- Arrange Settlement of Accounts during Construction Phase
- Rise & Fall Costs, Analysis and Negotiation

**Measurement of Building Works**

- Preliminaries
- Demolition
- Ground works – Excavation, Filling & Hardcore, Paper & Plastic Membranes
- Ground works – Underpinning & Rock Stabilisation
- Natural Stonework, Artificial Stone, Terracotta and Similar Work
- Metalwork
- Windows and Glazing
- Driven Piling & Cast Insitu Piling
- Formwork
- Insitu Concrete
- Prestressing
- Reinforcement
- Drainage
- Mechanical Installations
- Facade Systems
- Doors & Hardware
- Painting
- Masonry
- Landscaping & Road Works
- Precast Concrete
- Tanking and Waterproof Membranes
- Structural Steel
- Roofing
- Carpentry
- Partitions
- Wall and Ceiling Finishes
- Tiling and Paving
- Joinery, Furniture, Fittings and Equipment
- Electrical Installations
- Carpet, Resilient Finishes and Access Floor
- Suspended Ceiling, Applied Finishes, Render + Textured Finishes
- Hydraulics
- Electrical Installations
- Building Envelope & Enclosure

**Specialisation**

- An introduction to Facilitation
- Value Engineering & Value Management
- Introduction to Construction Risk
- Introduction to Project Management
- Introduction to Facilities Management

**Ethics & Standards**

- Recognising Australian Consumer Law Issues
- Negligence
- AIQS Code of Conduct

**Construction Technology**

- Building Services
- Foundations and Footings
- Reinforced Concrete Construction
- Structural Steel
- Civil Works & Infrastructure