

CEEQUAL Projects Assessor Training Course - 2 day course

CQ5-TrC P | 1/12

Two day CEEQUAL Projects Assessor Training Course 25 & 26th April 2012 - SCOTLAND
Transport Scotland office, Buchanan House, 9th floor reception, 58 Port Dundas Road, Glasgow, G4 0HF

What is CEEQUAL?

CEEQUAL is the evidence-based sustainability assessment and awards scheme for civil engineering, infrastructure, landscaping and the public realm, and celebrates the achievement of high environmental and social performance. The Scheme is available in three forms: for use on projects in the UK & Ireland; on International Projects; and for UK Term Contracts (for maintenance or for small works undertaken together).

In addition to its use to assess performance, it 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 Project and Contract 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 verified by a CEEQUAL Verifier. So, to undertake an assessment, a project team needs a trained CEEQUAL Assessor.

Assessor training details

Assessor Training comes in two parts: a 2-day Assessor Training Course, and mentoring from the Verifier when the Assessor undertakes their first assessment.

The 2-day Assessor Training Courses available are as follows:

- CEEQUAL Projects (for UK & Ireland, International)
- CEEQUAL for Term Contracts.

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 CPD.

The Assessor Training Course has been designed so that everyone who completes it successfully will be able to undertake an Assessment, with mentoring by the Verifier on their first Assessment. The course is normally led by Ian Nicholson, Technical Manager of CEEQUAL, supported by one of three Verifiers trained as CEEQUAL trainers.

The Course covers:

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

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

Cost and Registration

For this Assessor Training Course, the fee is £845 (+VAT) per person. It includes:

- lunch and refreshments on both days,
- a copy of the CEEQUAL Manual,
- supporting course handouts,
- a certificate.

Accommodation is not included.

Places on each course are strictly limited to a maximum of 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 CIRIA 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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Tel +44 (0)20 7549 3302 | Fax +44 (0)20 7253 0523
E-mail enquiries@ceequal.com

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BOOKING FORM

Cost for the two day Assessor Training Course is £845 + VAT (Total = £1,014)

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

Then either fax this page back to CEEQUAL on **020 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. A receipt invoice will be issued once payment has been received, and joining instructions sent.

Please fill out your details below.

APPLICANT DETAILS

Title: _____ First Name: _____ Surname: _____

Company Name: _____ Position: _____

Address: _____

Postcode: _____

Tel: _____ Fax: _____

Email: _____

PAYMENT DETAILS

Cheques should be made payable to 'CEEQUAL Ltd' and sent to *CIRIA, Classic House, 174-180 Old Street, London, EC1V 9BP.*

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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