



CEEQUAL Assessor Training Course

8 & 9 December 2010 – Birmingham (venue to be confirmed)

CQ4e
01/10
Rev 1

What is CEEQUAL?

CEEQUAL is an assessment and awards scheme for publicly rewarding high environmental quality of civil engineering and public realm projects and social performance. It provides the industry and its clients with an incentive to achieve high environmental and social performance, and a method for assessing that performance on its projects, as part of their contribution to improving sustainability in civil engineering. Details at www.ceequal.com.

Why hold an Assessor Training Course?

A CEEQUAL assessment is undertaken by a trained and registered CEEQUAL Assessor, who is normally part of the project team that applies for the Award, and is then verified by a CEEQUAL Verifier. So, to undertake an assessment, a project team needs an Assessor, and that requires them to be trained.

How does the CEEQUAL Scheme work?

Assessments are undertaken using the Scheme Manual, which in the new Version 4 (November 2008) contains 208 questions that thoroughly examine 12 main environmental and social aspects of a project. Evaluation for the award is based on a self-assessment of those questions deemed by the Assessor and Verifier to be relevant to the project. The Assessor carries out the assessment, which is then validated by the Verifier appointed by CEEQUAL. The result and award recommendation is checked and ratified by CEEQUAL's joint scheme management team of Crane Environmental Ltd and CIRIA.

Course details

The nature of the CEEQUAL Award Scheme means that Assessors usually have experience and interest in either civil engineering and/or public realm projects or environmental 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 course and be a successful Assessor. In addition, entry onto the training course is not limited to those who are members

of a project team applying for an Award. The training can also be used as an element of CPD to enhance trainees' knowledge of environmental and social issues in civil engineering.

The Assessor Training Course has been designed so that everyone who completes it successfully will be able to carry out an assessment. It is led by Ian Nicholson, Technical Manager of CEEQUAL, supported by one of four Verifiers who have 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 CEEQUAL Manual, basic skills required and the role of the Assessor;
- the environmental and social issues covered by the Scheme;
- 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 and rules.

Following the training course, all delegates who have reached the required standard will be issued with a CEEQUAL Assessor Certificate.

Cost and Registration

The cost for the CEEQUAL Assessor Training Course in 2010 is £795 + 17.5% VAT. This includes attendance at the course, a copy of the Manual (distributed before the course), coffee, lunch and tea during both days, and the certificate. Please note that the fee does NOT include accommodation, which you will need to arrange individually.

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 attached registration form and return it with payment to CIRIA at the address given.

www.ceequal.com





**Registration Form for the CEEQUAL Assessor Training Course on
8 & 9 December 2010 – Birmingham (venue to be confirmed)**

To register for the Assessor Training course, please fill in the form below, fax (+44 207 253 0523) or post it to the CEEQUAL Administration Team at CIRIA with the relevant payment details. All payments must accompany this form in order to guarantee a place at the course.

Cost for the 2-day course is £795 + 17.5% VAT (total = £934.13). A receipted invoice will be issued once payment has been received, and joining instructions sent.

Email		
Mr/Ms/Mrs/Dr/Prof	First name	Surname
Position in company		
Company name & address		
	Postcode	
Telephone	Facsimile	

Payment:

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 company address:

How did you hear about CEEQUAL?

Booking terms and 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.

CEEQUAL – improving sustainability in civil engineering

Scheme & Company Administration: CIRIA, Classic House, 174-180 Old Street, London EC1V 9BP, UK Telephone: +44 (0)20 7549 3302 Fax: +44 (0)20 7253 0523 E-mail: enquiries@ceequal.com	Scheme Technical Support: Crane Environmental Ltd, 1 st Floor, 1 Claremont Road, Surbiton, Surrey, KT6 4QS, UK Telephone: +44 (0)20 3137 2379 Fax: +44 (0)20 8390 9368 E-mail: support@ceequal.com
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