



Contracts Administration

Know your rights and obligations

HIA's, Industrial Relations & Legal Division reports that builder and contractor members lose more money through sloppy contract procedures than any other aspect of the job.

The majority of disputes they handle occur through not following simple contract processes. Contract administration is a necessary and unavoidable part of the building construction process.

This course has been designed to assist in obtaining an increased awareness of the principles of contracts and to enhance practical skills in contract documentation.

Topics covered include:

- Describe the principles of a contract
- Identify the benefits that a building construction business will gain from efficient contracts administration
- Carry out tasks associated with contracts administration for their building construction business

If you are interesting in attending a course [click here](#)