INTRODUCTION TO CONSTRUCTION CONTRACTS



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Introduction to Construction Contracts examines the legal and commercial foundations of agreements used to build and maintain infrastructure and buildings. This Training Course covers contract formation, standard forms, design responsibility, payment, variations, and completion procedures. Participants study FIDIC and NEC4 conditions, bills of quantities, and the roles of employer, engineer, and contractor. Furthermore, the programme connects contract wording to site practice through clause analysis and practical exercises. As a result, delegates leave able to read construction contracts confidently and manage them from award to final account.

Introduction to Construction Contracts Course Objectives

- Define a construction contract and explain how one is formed.
- Identify parties, roles, and responsibilities under standard forms.
- Compare FIDIC, NEC4, JCT, and bespoke construction contracts.
- Interpret scope, specifications, and bills of quantities correctly.
- Explain design responsibility and fitness-for-purpose obligations.
- Describe payment mechanisms, certificates, and retention rules.
- Apply variation, change order, and claims procedures.
- Recognise time, delay, and extension of time provisions.
- Understand completion, taking over, and defects liability periods.
- Apply insurance, guarantee, and termination provisions correctly.

Course Methodology

- Interactive workshops using real construction contract documents.

- Structured clause analysis of standard form contracts.
- Guided exercises on bills of quantities and payment certification.
- Case review of construction disputes and their contract causes.
- Facilitated discussion of role differences across contract forms.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Junior contract administrators and quantity surveyors.
- Construction project coordinators and site engineers.
- Procurement officers handling construction packages.
- Legal assistants and paralegals in construction.
- Employers' representatives and consultants.
- Contractors' commercial and commercial-support staff.
- Finance and cost control personnel on construction projects.

Introduction to Construction Contracts Course Outlines

Day 1: Foundations of Construction Contracting

- Defining construction contracts and their commercial purpose.
- Formation: offer, acceptance, consideration, and intention.
- Tender process and letters of intent.
- Parties and roles: employer, engineer, contractor, subcontractor.
- Standard forms overview: FIDIC, NEC4, JCT, and bespoke forms.
- Contract documents and order of precedence.
- Common contract structures for different project types.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Day 2: Scope, Design, and Obligations

- Scope of works, specifications, and drawings.
- Bills of quantities and schedules of rates.
- Employer's requirements and contractor's proposals.
- Design responsibility and fitness for purpose.
- Site conditions, ground risk, and site investigation duties.
- Subcontracting rules and nominated subcontractors.
- Programming, progress reporting, and site instructions.

Day 3: Price, Payment, and Variations

- Lump sum, measurement, cost reimbursable, and target cost contracts.
- Interim payment applications and certificates.
- Retention, retention bonds, and release timings.
- Advance payments and performance security.
- Variation procedures and change order control.
- Price adjustment, escalation, and indexation clauses.
- Final account preparation and agreement.

Day 4: Time, Completion, and Defects

- Commencement, possession of site, and programme obligations.
- Extension of time and delay events.
- Liquidated damages for delay.
- Practical completion, taking over, and sectional completion.
- Testing, commissioning, and acceptance procedures.

- Defects liability period and rectification duties.
- Final certificates and release of obligations.

Day 5: Risk, Insurance, and Termination

- Risk allocation between employer and contractor.
- Indemnities, liability caps, and consequential loss.
- Insurance: works, third party, and professional indemnity.
- Force majeure, change in law, and suspension rights.
- Termination rights and consequences for both parties.
- Dispute resolution routes in construction contracts.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Introduction to Construction Contracts, participants will have acquired a practical command of contract formation, standard forms, payment, variations, and completion procedures. They will know how to read contract documents, follow payment and change processes correctly, and recognise time and defect obligations. In addition, the course prepares delegates to identify risk allocation and dispute routes early. As a result, they return to work ready to support construction projects with contractual confidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Introduction to Construction Contracts course

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q1 What is the "Introduction to Construction Contracts" course about?

It is a five-day programme that explains how construction contracts are formed, structured, and administered. It covers standard forms, scope and design duties, payment and variations, time and completion, defects, insurance, and termination.

Q2 What are the key benefits of the "Introduction to Construction Contracts" course?

Participants gain the confidence to read and interpret construction contract documents correctly, follow payment and variation procedures properly, and spot obligations that often cause disputes. They also learn how risk, insurance, and termination provisions work in practice.

Q3 What skills will I gain from the "Introduction to Construction Contracts" course?

Construction contract interpretation and clause analysis, payment certification and variation control, time, delay, and completion procedure management, and risk allocation with insurance and termination awareness.

GENTEX® TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q4 What tools, methods, or standards are covered in the "Introduction to Construction Contracts" course?

The course covers FIDIC, NEC4, and JCT standard forms, letters of intent, bills of quantities and schedules of rates, interim payment certificates and retention rules, extension of time and liquidated damages provisions, practical completion and taking-over certificates, defects liability periods, performance bonds, and construction insurance types including works, third party, and professional indemnity cover.

Q5 How is the "Introduction to Construction Contracts" course applied in real-world practice?

Delegates apply it through tender document reviews, contract document administration, payment application checks, variation registers, site instruction records, progress and completion reports, defects tracking, and final account preparation. They also use it to brief project teams on contractual obligations and to support dispute avoidance.